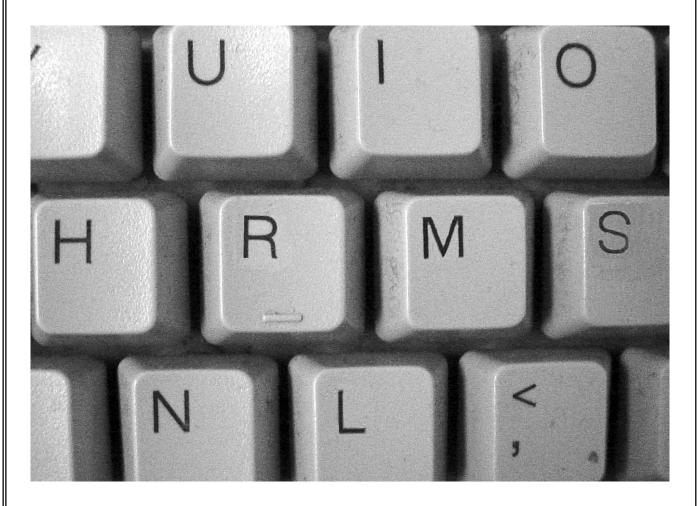
## **Instructor Copy**

## HRMS End User Training



# HRMS Maintain Payroll Master Data Training Guide



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#### Introduction





"Hello & Welcome"

My name is <u>Patty Peterson</u>, I am your instructor for this 2 day <u>HRMS Maintain Payroll Master</u> Data.

□ Security □ Messages: Non-emergency □ Vending & Emergency Machines & □ Building Water Evacuation □ Restrooms □ Pick up a □ Cell phones course catalog Turn Off! □ Computers for use

- ☐ Before we get started let's talk about the room and facility we are in today.

  Read the Announcement Sheet.
- ☐ Schedule
  - ☐ Breaks in the a.m. Flexible
  - ☐ Lunch we'll aim for 11:45 1:00pm
  - ☐ Breaks in the p.m. Flexible
- □ Introductions Participant
  - ☐ Ice breaker
  - ☐ First Name\*, Agency, Other HRMS classes & when
- Intention of class
  - ☐ This training will teach you the correct procedure for entering tasks into Human Resource Management System (HRMS).

#### **Training Materials**

#### The following training materials and tools are used:

- HRMS Training Guide: Designed to introduce you to HRMS navigation terms and concepts and to provide the necessary information to complete the activities and exercises throughout the course.
- HRMS Activity Guide: Designed to provide you with activities and exercises that help solidify your understanding of concepts learned in the course and also provide you with an opportunity to use HRMS.



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#### HRMS Training Guide

This document which contains PowerPoint slides and notes of all of the content covered in class. It is also used as a training manual.

#### HRMS Activity Guide

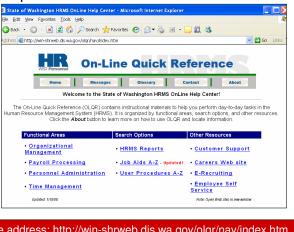
The accompanying Word document that details all the scenarios and data needed to perform an activity in HRMS.

Types of activities in the Activity Guide include:

Demonstratio n	Trainer performs activities while participants watch.
Walkthrough	Trainer and participants both perform activity.
Exercise	Participants perform activity and ask questions.



 HRMS On-line Quick Reference (OLQR): On-line help that provided you with step-by-step instructions designed to help you complete tasks in HRMS.



Website address: http://win-shrweb.dis.wa.gov/olqr/nav/index.htm

#### **HRMS Job Aids**

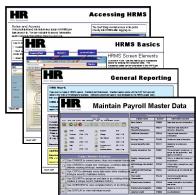
Quick access to relevant HRMS information.

#### **HRMS OLQR**

- An online help tool that contains user procedures and process flows to be used during all activities in the training.
- HRMS also contains Context Sensitive Help. When accessing the Help feature while working in HRMS, the OLQR will display procedures related to the transaction the user is currently working in.

#### Training Tools (con't)

- HRMS Job Aids: Designed to provide you with reference materials so you can quickly access relevant HRMS information.
  - The following job aids are available to you on the OLQR and are applicable to Maintain Payroll Master Data:
    - Accessing HRMS
    - Basic Nav (HRMS Basics)
    - General Reporting
    - Maintain Payroll Master Data
    - Employee Hiring and Processing





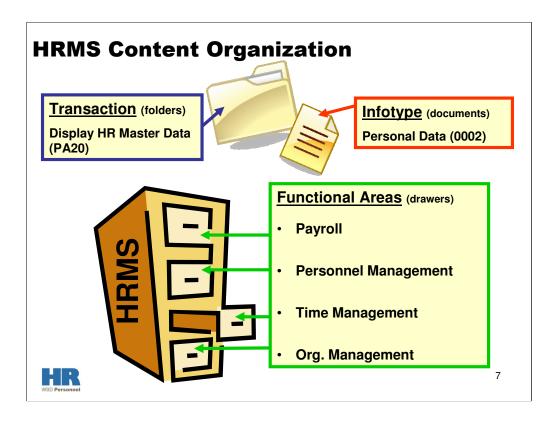
Website address: http://win-shrweb.dis.wa.gov/olqr/nav/index.htm

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**Instructor** – Refer to the associated job aids and point out what you can find on each one.

- Explain other course Job Aids.
- Announce that we are no longer providing copies of job aids to class participants. The binders are to remain in the classroom.
- Job Aids can be accessed and printed from the OLQR if you chose back at your desk. There is a procedure titled "Printing User Procedures on the OLQR".
- While you are in class, you can view the job aids found in the binder on your desk. Again, the binders must remain in the classroom.
- The binders must remain in the classroom
  - Job Aids can be accessed and printed from the OLQR if you chose back at your desk.
  - There is a procedure titled "Printing User Procedures on the OLQR".
- Job Aids are printable sheets that include frequently used:
  - · Transaction Codes
  - Icons
  - Infotypes
  - Important Dates/Schedules
  - Examples



This picture illustrates how content is organized in HRMS.

### Look at HRMS as a filing system where HRMS is the file cabinet.

- ■The *drawers* of the file cabinet are different functional areas (e.g. Personnel Management).
- •The *file folders* are the different transactions that an end user can perform (e.g. Display HR Master Data **PA20**).
- •The *documents* in a particular file folder are the infotypes that allow an end user to complete a transaction e.g. (*Personal Data* infotype 0002).

#### **Course Objectives**

- Upon completion of this course, you should be able to:
  - Describe an overview of how employee payroll information is created and maintained in HRMS.
  - Identify new terms and concepts specific to payroll master data creation and maintenance in HRMS.
  - Create and maintain an employee's payroll master data.
  - Understand the benefits enrollment process.
  - Assign recurring and single payments and deductions
  - View Reports
  - Locate the OLQR



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**Instructor** – Hold a brief discussion of participants' expectations and objectives. Explain these objectives are for the entire course.

- We do not talk about Payroll Processing Days in this course, we cover maintaining payroll master data.
- This course details where the HR (Personnel Administration Processor) left off and Payroll (Payroll Processor) takes over.
  - Completing the hiring process
  - •Establishing benefits information

## Section 1 Maintain Payroll Master Data Overview



#### **Maintain Payroll Master Data Overview**

- Upon completion of this section, you should be able to:
  - List the terms used in maintaining Payroll Master Data
  - Describe the roles in HRMS as they relate to maintaining
     Payroll Master Data
  - Describe Effective Dating
  - Explain the definition of Payroll Master Data
  - List the triggers for creating and maintaining Payroll Master
     Data



#### **New Terms**



Is a code corresponding to a specific transaction. Users can access transactions either by using the menu path or entering the transaction code.

A transaction code can contain up to 20 characters and should always begin with a letter. Permitted characters are letters A-Z, numbers 0-9, and the underscore .

A transaction code is entered in the Command Field





#### New Terms (con't)



Infotypes are used to group related data fields together.

They provide information with a structure, facilitate data entry, and enable you to store data for specific periods.

- To the user, infotypes appear as data entry screens. They contain whole series of information (for example, last name, first name, date of birth) that you enter in data fields.
- Infotypes are accessed by the role you are assigned.
- During an action<sup>1</sup>, infotypes are grouped together to help the user navigate from screen to screen automatically. Therefore, there is no need to worry about missing required data fields.

<sup>1</sup>Actions are system tasks. We will discuss the New Hire action in detail in Section 1.



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#### Infotypes

- Infotypes are like documents in an employee's (electronic) personnel file.
- This is a screen that is used to enter employee information and to group related data fields together. It provides audit trails and data for reports and history.
  - In HRMS a set of data is grouped according to subject matter.
    - This enables users to process employee data in an effective structure in accordance with business requirements.
    - The data structure of infotypes follows a logical set of data records. Infotypes can be identified by their four-digit keys, for example, the Addresses infotype (0006).
    - To facilitate reporting on past employee data, infotypes can be saved for specific periods.
    - The following functions are used for infotype records:
      - Create

Change

Copy

Delimit

- Delete
- Infotype data is used to perform tasks in HRMS, including:
  - Hiring an employee
  - · Storing employee information
  - · Viewing employee information
- Required, Default, and Optional fields vary by infotype.
- Infotype access is based on each person's role.
- Infotypes are an important way in which to organize employee data since they divide information into specific areas such as *Addresses* (0006) and *Personal Data* (0002) and group required infotypes together to help navigate from screen to screen.

### New Terms (con't)

Start Date	This is the date on which a record begins.
End Date	This is the end date of a record.
	The end date often defaults to 12/31/9999.  Verify this is the desired end date <u>prior</u> to saving the action.
Delimit Date	This involves setting an end date for a record when it will no longer be valid. Delimited records are retained as an historical account.



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■ 12/31/9999 means that there is no end date.

#### **New Term and Concept**



Assign start and end dates to employee information in HRMS.

You can enter information into HRMS at any time, before or after the employee information changes.

Use CAUTION when using effective dating specifically when working on employee New Hires and Appointment Changes.

- Although effective dating is beneficial to agencies, be aware that back-dating could adversely affect other components in HRMS.
- If the employee did not start on the date that was entered into HRMS, there are procedures in the OLQR that outline specific scenarios.
  - By back-dating an employee's personnel action it can cause complications in payroll if it has been processed and even if the employee has no earnings for that pay period.

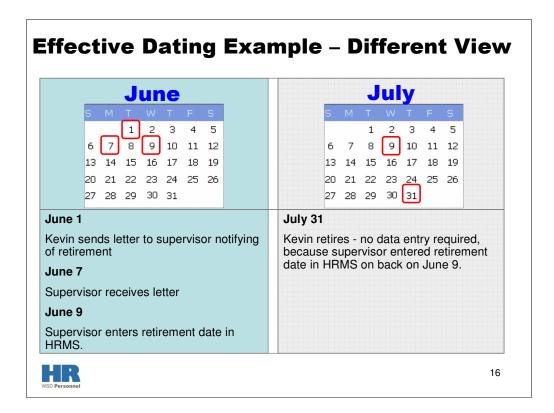


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•These procedures are in the OLQR and can be referenced on your desktop and provide step-by-step instructions.

#### **Effective Dating Example** June 7<sup>th</sup> – Marsha, the Personnel Administration Processor, receives notification of Kevin's retirement Start Here June 1st June 9th Kevin hands Marsha a letter to his enters supervisor Kevin's detailing his retirement retirement into HRMS plans and to become date of July effective on 31st July 31st July 31st – Kevin retires with no data entry needed as HRMS activates retirement 15 based on effective data entered on June 7th

- Personnel Administration Processors can enter employee actions, such as separations or hires prior to the date the action takes place.
- In the above example, Marsha enters a retirement for Kevin prior to the date his retirement becomes effective.
  - On June 1<sup>st</sup>, Kevin gives his intention to retire to his supervisor. His retirement is scheduled for July 31st.
  - His supervisor takes the responsibility of informing the Personnel Administration Processor of the retirement.
     Marsha, the Personnel Administration Processor, receives the information on June 7th outlining Kevin's intent to retire on July 31st.
  - Because of effective dating, Marsha is able to enter Kevin's retirement on June 9th in HRMS. This information is put in the system to become effective on July 31st.
  - On July 31st, Kevin celebrates his retirement and Marsha celebrates with him knowing that the data entry is complete and will be activated in the system based on data entered on June 9th!



- This is the same example as the previous page it is laid out in calendar to format to emphasize effective dating.
- In the above example, Marsha enters a retirement for Kevin prior to the date his retirement becomes effective.
  - On June 1st, Kevin gives his intention to retire to his supervisor. His retirement is scheduled for July 31st.
  - His supervisor takes the responsibility of informing the Personnel Administration Processor of the retirement. Marsha, the Personnel Administration Processor, receives the information on June 7th outlining Kevin's intent to retire on July 31st.
  - Because of effective dating, Marsha is able to enter Kevin's retirement on June 9th in HRMS. This information is put in the system to become effective on July 31st.
  - On July 31st, Kevin celebrates his retirement and Marsha celebrates with him knowing that the data entry is complete and will be activated in the system based on data entered on June 9th!

#### **HRMS Role Based Security**

- Human Resource Management System (HRMS) has role-based security
  - A "role" is defined as a major grouping of activities that reflect a specific aspect of a person's job
- While a role may have several activities aligned to it, an activity can only be aligned with one role. A person may be assigned one or more roles, and roles can be assigned to one or more persons.
- Your assigned HRMS role dictates the information that you can create, change and display
  - Your agency assigned your role based on what tasks you perform
- There are centralized roles and (agency-level) roles





Instructor - Do any of you know if you have the Payroll Processor as well as the Benefits Processor role?

• In the next few slides, we will briefly cover different payroll-related agency (decentralized) and centralized roles.

#### **Payroll Master Data Roles**

#### **Payroll Processor**

Responsible for creating and maintaining payroll information for new and existing employees in the HRMS system. New employee payroll information is entered once the human resource information has been entered.

#### **Benefits Processor**

Role is responsible for maintaining and updating benefit plan participation information for all eligible State employees. In addition, the Benefits Processor provides general benefits advice, guidance and support to managers and supervisors.



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Instructor – Explain how all the roles discussed will work together.

- These roles are mainly responsible for the maintenance of an employee's payroll master data.
- Depending on the agency size, these roles may be assigned to the same person.
- NOTE: Agencies may not have separate Benefits Processor or Leave Corrections Processor roles. These roles may be combined with the Payroll Processor role.
  - •But if there is a separate Benefits Processor role, they will only be able to view basic personnel data and update benefit information to include:
    - Medical
    - Disability
    - Retirement
    - Dependent Care Assistance Program (DCAP)

#### Payroll Master Data Roles (con't)

#### **Payroll Analyst**

Is responsible for running simulated payrolls, correcting payroll errors, producing and reviewing payroll reports, and executing off-cycle reversals in the HRMS system.

#### **Payroll Supervisor**

Role provides oversight for the following payroll-related roles:

- Payroll Processor
- Payroll Analyst
- Garnishment Administrator
- Benefits Processor



#### **Payroll Inquirer**

Views payroll information once it is entered in the HRMS system.



- The Payroll Analyst role runs simulations, checks for errors and releases payroll to DOP. This is covered in more detail in the Payroll & Reports Course.
- The Payroll Supervisor can access and perform Maintain Payroll
  Master Data tasks, for backup coverage. Therefore it is suggested that
  the Payroll Supervisor complete the Maintain Payroll Master Data course.
- The Payroll Inquirer has the ability to view payroll information and details.

#### **Centralized Payroll Master Data Roles**

#### **Payroll Configuration Analyst (DOP)**

Corrects technical payroll errors (i.e., incorrect wage types) and creates new wage types for state agencies.

#### Financial Approver (OFM)

Approves new deductions, pay codes and allowances that are created by the Payroll Configuration Analyst.

#### **Benefits Configuration Analyst (DOP)**

Creates and maintains retirement plans, configures new health and insurance plans and annual rate changes.



DOP	Department of Personnel
OFM	Office of Financial Management

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#### Instructor: Explain Centralized vs. Decentralized

- Centralized roles perform tasks for the entire state. These roles belong to The Central Support Agencies, which are:
  - Dept of Personnel
  - Dept of Retirement Systems
  - Office of Financial Management
  - Health Care Authority
  - Auditor's Office
- Decentralized roles are what employees have at the agency level. The tasks they perform impact their agency.
- Financial Approver is a centralized OFM role.
- The Central Support Agencies:
  - Dept of Personnel
  - Dept of Retirement Systems
  - Office of Financial Management
  - Health Care Authority
  - Auditor's Office

#### **Definitions of Master Data**

- Master data can be created and maintained state wide
  - It follows employees throughout their state employment.
- Master data is information that remains the same over a long period of time, some examples are:
  - Employee First & Last Name
  - Address Information
  - Bank Details
- Master data contains information that is needed often and in the same form.



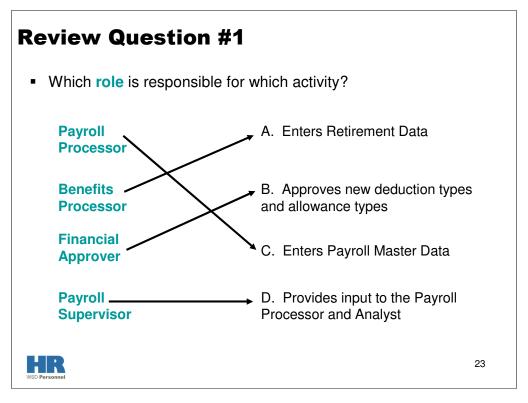
- Master Data refers to the data that uniquely differs from employee to employee.
  - First Name / Last Name
  - Social Security Number
  - Address
  - Bank Details
- No two sets of data are exactly the same.

#### **Master Data Maintenance**

- Payroll Master Data is created and maintained according to employee activities
  - Triggers for creating or maintaining master data are:
    - A new employee is hired
    - An employee transfers from another agency
    - An employee needs their direct deposit information updated (employee is switching to a different bank)



- Until an employee is hired, no master data is created in HRMS.
- Upon hiring an employee, master data is requested from the employee and used to create his/her HRMS record.





**Instructor** – Allow participants to answer (as a group – one question at a time) & write down answers.



#### Answers:

Payroll ProcessorBenefits ProcessorA. Enters Retirement Data

inancial Approver R Approves new deduction

**Financial Approver B.** Approves new deduction types and allowance types

Payroll Supervisor D. Provides input to the Payroll Process and Analyst

What questions do you have before we move on to the next topic?

#### **Section 1 Review**

- You should be able to:
  - List the terms used in maintaining Payroll Master Data
  - Describe the roles in HRMS as they relate to maintaining
     Payroll Master Data
  - Describe Effective Dating
  - Explain the definition of Payroll Master Data
  - List the triggers for creating and maintaining Payroll Master
     Data



# Section 2 Create and Maintain Payroll Master Data



#### **Section 2 Overview**

- Upon completion of this section, you should be able to:
  - List the new terms used in in this section
  - Explain how the HRMS roles work together to perform a personnel action (hire/newhire)
  - Describe the difference between creating and maintaining
     Payroll Master Data
  - Perform ten common Payroll Master Data scenarios



#### **New Terms**

Personnel Action	This groups infotypes according to business needs. The personnel actions menu will identify the action type to process such as new hire, appointment change, separation, etc.
Wage Type	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics.
	It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.
Payment Model	This is a pre-defined schedule for taking a deduction or making a payment, such as monthly, semi-monthly, etc.



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#### Personnel Action

•The transaction code to begin a Personnel Action is PA40.

#### Payment Model

•Payment model's tell HRMS **when** to take a deduction from a paycheck.

#### Transaction Code

- •The code used to access a functional area and the associated infotypes.
  - •Transaction codes take you directly to the business task that you want to complete.

#### •Examples:

- PA20 Display Data
- PA30 Maintain Payroll Master Data
- PA40 Personnel Action

#### **Payroll Master Data Roles**

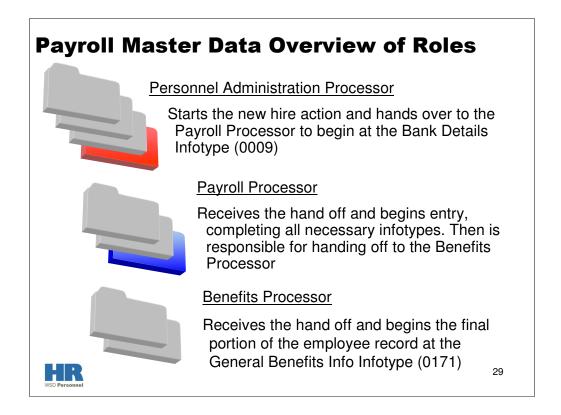
- When an employee is hired, three HRMS roles must work together to complete the creation of the employee personnel record:
  - Personnel Administration (PA) Processor
  - Payroll Processor
  - Benefits Processor



If the new hire process is incomplete, the system will not be able to correctly process payroll for the employee.



- These three roles must each enter portions of the employee record in HRMS in order for a new hire (and other actions) to be completed.
  - Personnel Administration (PA) Processor
  - Payroll Processor
  - Benefits Processor
- Understanding your role as well as the other two will increase information flow to ensure the employee record is completed accurately and timely.
- If the three roles do not work together to complete the process of a new hire, the system will not be able to correctly process payroll for the employee.



 Here are the specific starting and stopping points in HRMS which we will call hand-offs. Communication between each of these roles during the hand-offs is critical to completing the new hire action correctly.

#### **Roles Associated with Infotypes**



The <u>Personnel Administration (PA) Processor</u> is prompted through the infotypes that are required during the hiring process for a new employee:

- -Create Actions (0000)
- -Create Organizational Assignment (0001)
- -Create Addresses (0006)
- -Time Specifications/Employee(0552)
- -Create Education (0022)
- -Monitoring of Tasks (0019)

- -Create Personal Data (0002)
- -Create Contract Elements (0016)
- -Create Planned Working Time (0007)
- -Change Data Specifications (0041)
- -Create Basic Pay (0008)
- -Military Status (0081)
- -Create Additional Personal Data (0077)



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 These infotypes are completed by the Personnel Administration Processor during the <u>New Hire action</u> prior to handing off to the Payroll Processor.

#### Roles Associated with Infotypes (con't)

The <u>Payroll Processor</u> receives the hand off and is prompted through the infotypes that are required for the next step in the hiring process for a new employee:



- Bank Details (0009)
- Recurring Payments/Deductions (0014)
- Unemployment State (0209)
- Withholdings Info W4/W5 US (0210)
- Additional Withholdings Info US (0234)



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• If the Payroll Processor also has the Benefits Processor role they will continue on to complete the infotypes list on the next slide. Otherwise the hand-off is made to the Benefits Processor.

#### Roles Associated with Infotypes (con't)

- The <u>Benefits Processor</u> picks up the hand off and completes these infotypes:
  - General Benefits Information (0171)
  - Savings Plan (0169)





- If the Benefits Processor is also the Payroll Processor in your agency then these infotypes are also completed at this time.
- If the Benefits Processor role is held by someone else in your Agency then hand-off to the Benefits Processor to complete.

## Difference between Creating and Maintaining Master Data

- Personnel Actions (PA40) and Maintain HR Master Data (PA30) are system actions used to create and maintain payroll master data.
  - PA40 is the transaction code used to create a personnel action:
    - Hire a new employee (New Hire)
    - Change an employees assignment (Appointment Change)
    - Separate an employee (Separation)
    - Rehire an employee (Rehire)
  - PA30 is used to maintain master data:
    - Create a bond purchase
    - Create a deduction
    - Change an employees withholdings



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Important: Use transaction code PA40 to ensure completeness in performing an action (new hire, separation, etc.). Transaction code PA40 groups the infotypes that require entry or validation together for you. By selecting the action (new hire, separation, etc.) and then clicking on the Execute Info Group icon you will be prompted through the each infotype automatically thus ensuring all infotypes are entered or verified.

- Transaction code PA30 acts differently, it allows the user to define which single infotype to access.
- Master Data is <u>created</u> when the data or dates are new. Master Data is <u>maintained</u> when the data or dates need to be changed or updated.

#### **Section 2 Mid Section Review**

- You should be able to:
  - List the new terms used in in this section
  - Explain how the HRMS roles work together to perform a personnel action (hire/newhire)
  - Describe the difference between creating and maintaining Payroll
     Master Data
- Upon completion of the next section you should be able to:
  - Perform ten common Payroll Master Data scenarios



### **10 Common Scenarios**



 The following 10 scenarios walk through <u>creating</u> and <u>maintaining</u> Payroll Master Data.

## **Create and Maintain Payroll Master Data**

#### **Scenario 1 New Hire**

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

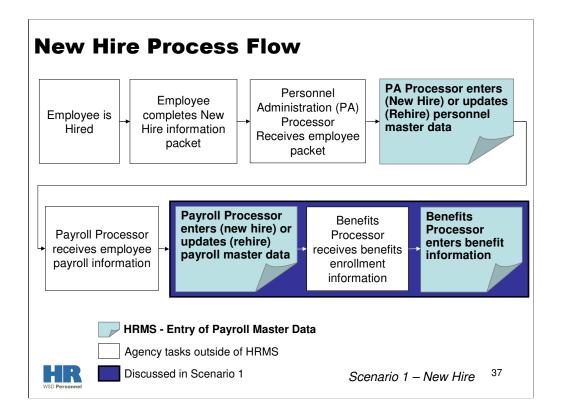
Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



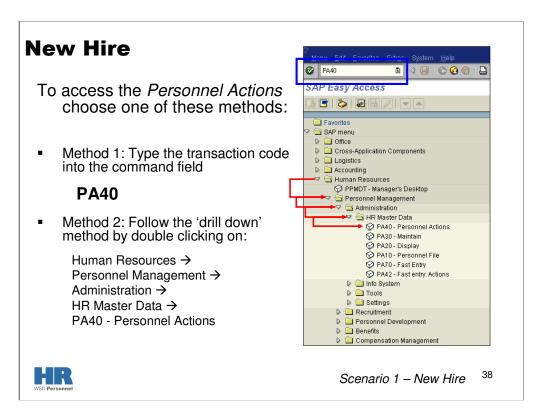
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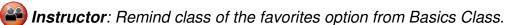
• In these scenarios, we will see how to complete the required payroll infotypes for an employee.



#### Scenario 1: New Hire

- After an employee is hired/rehired, the new hire completes an information packet (or other agency defined documents). The packet should include the necessary information to enter (or update in the case of a rehire) the employee into HRMS.
- The information packet is given to the Personnel Administration Processor who begins entry of the employee information in HRMS for the New Hire action.
- After completing the Basic Pay infotype, this information is handed-off to the Payroll Processor and Benefits Processor so that the payroll and benefits portion of the Hire/Rehire action can be entered.





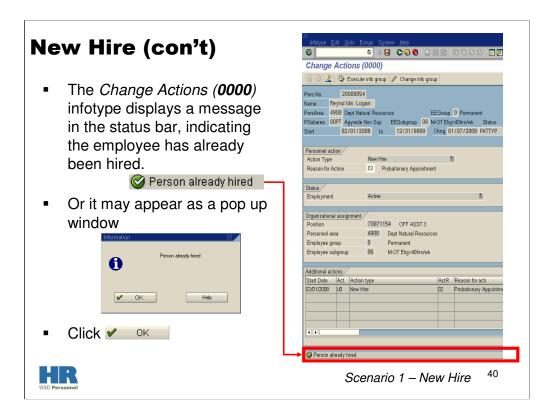
Method 1 and Method 2 take you to the same place in the system.



 During the hand off between the Personnel Administration Processor and the Payroll Processor, the personnel number for the employee will be provided during the hand-off.

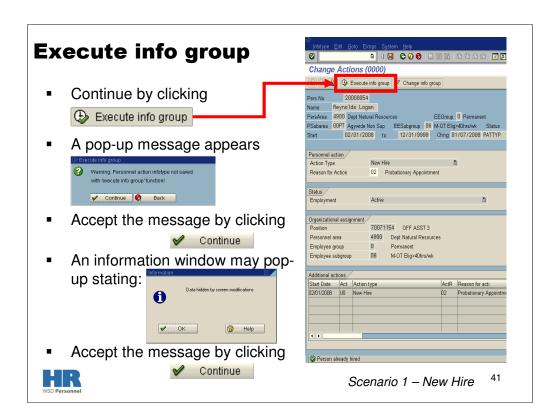
## IMPORTANT: Do not enter a date in the From field.

- The date was entered by the PA Processor and will default throughout all of the following infotypes for you.
- Distinguish between a new hire vs. rehire mainly that Execute Info group will display different infotypes. It will display only the necessary infotypes to complete the rehire action. However, other infotypes may need to be viewed or updated depending on information from the employee.

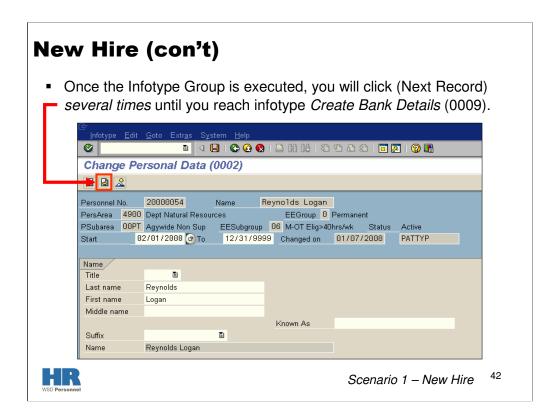


- Scenario 1: New Hire
- The message Person already hired confirms that the PA Processor has already created and saved the Human Resources portion of the employee record.
- Important: Read the warning messages carefully. Understand what the warning is alerting to you before moving forward.
  - Tip: To change the way you view Warning Messages access the Local Layout settings icon on the Standard Toolbar and select the Options tab. Check the box that reads *Dialog Box at Warning Message*.





- Why use the <u>Execute info group</u> icon? Because it takes the guess work out of which infotypes are required to complete the action. It groups the required infotypes together and then prompts you through each infotype one at a time.
- Note: Not all of the infotypes that you are prompted to require data to be entered or changed, but <u>all</u> of the infotypes do require validation by clicking enter and then saving before it is considered complete.

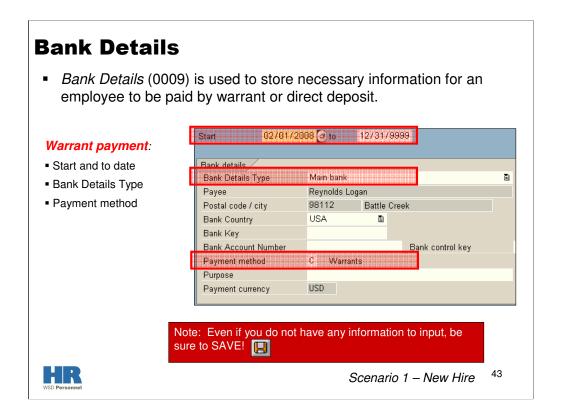


Scenario 1: New Hire

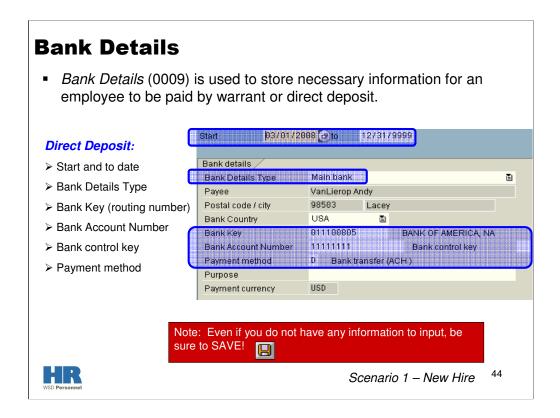


**Important:** Because we are using PA40 to complete the Personnel Action the infotypes required to complete are linked together for you.

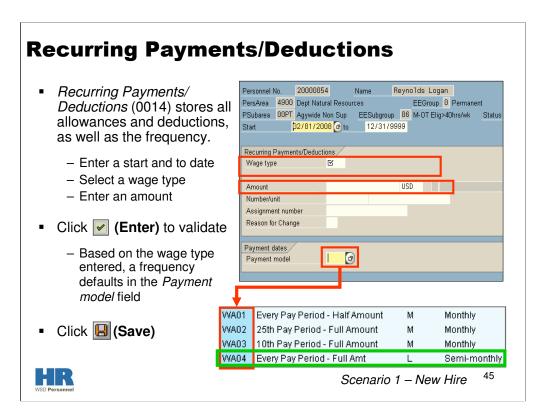
 However, it is necessary to click through infotypes completed by the Personnel Administration Processor before getting to IT009 Create Bank Details which is were the Payroll Processor begins the new hire action.



- Scenario 1: New Hire
- Note: The Start date defaults in to each infotype automatically.
- The Bank Details infotype defaults enough information to set up a warrant - simply validate and then save the infotype to complete.
  - The Bank Details infotype must be saved even if no data entry has been entered, this ensures the employee will receive a warrant as the method of receiving pay.



- Scenario 1: New Hire
- If Direct Deposit is selected, complete the required fields:
  - · Bank Details Type
  - Bank Key
  - · Bank Account Number
  - Bank Control Key (01 is the default 01 Checking Account, 02 Savings Account)
  - Payment Method
- Use the Bank Details for Warrant or Bank Transfer (ACH)
  procedure on OLQR to change or add employee bank details.
  - An ACH letter is run as a report by the agency and sent to the employee, we will talk about the process later in the course.
- The Pre-notification process is run centrally by DOP and takes effect 10 days after it is entered. The direct deposit will be effective the second payroll following entry.
- Even though SAP software can handle more than one bank for Net Pay, the <u>State of Washington</u> only uses one bank for Net Pay. In HRMS only one bank can be entered for Net Pay. The system will error if more than one bank is entered.



- Examples of recurring deductions include credit union and parking deductions.
- During the New Hire Action only one deduction can be set up.



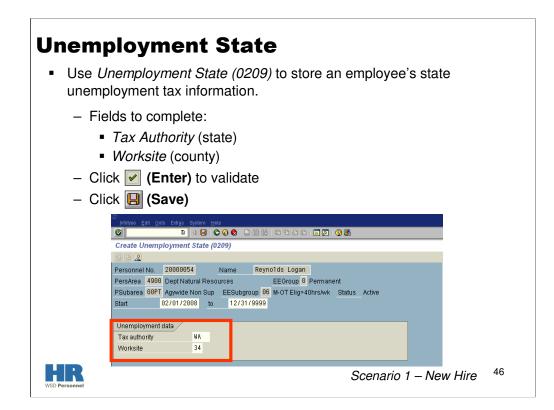
**Quick Tip**: To create additional recurring payments/deductions, use Transaction code PA30 and select IT0014. Then click on the Create icon to add additional payments/deductions.

#### Payment Model's

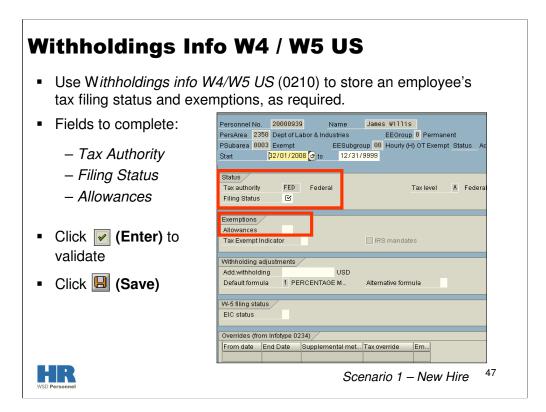
- The payment model determines **when** the payment or deduction will be processed.
  - WA01 Looks back to the first payment in the month. (25th looks back to the 10th)
  - WA04 Every pay period full amount. Always use WA04 and never use the date
    of the check's. It should always be a date in the pay period. It does not catch up
    for payment missed or adjusted earlier in the month. It takes effect from today
    forward.
    - WA04 will be used most often. However, an employee may request the type of payment model used.

### Payroll Simulations

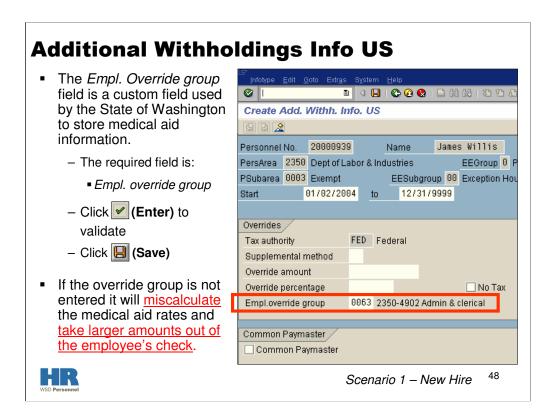
- Run a payroll simulation to validate the deduction is set up correctly by viewing the specific wage type you just created.
- It's advisable to run a payroll simulation after the completion of a new hire employee to verify the employee's deductions (healthcare, bonds, deductions, etc.)



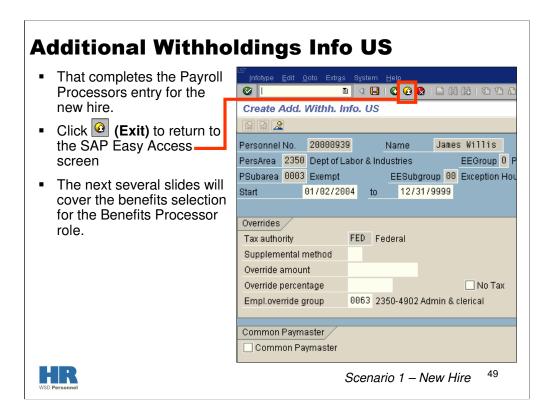
- Scenario 1: New Hire
- Suggestion: Simply type these two characters **WA** directly into the Tax Authority field, the matchcode is very long and confusing.
- GMAP and unions calculate unemployment rate tax.
- During the rehire process verify the worksite (county) matches the position county by using transaction PO13D. If they don't match, update here during the rehire action.

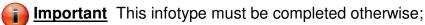


- Scenario 1: New Hire
- Complete this infotype based on what the employee indicated on their W4/W5.
  - Add. Withholding is not required but used often. Enter the amount into the system exactly as it appears on the form.
    - Enter dollar amounts in Add. withholding field if indicated.
  - W-5 EIC credit/dependent care
- Refer to the Maintain Payroll Master Data course Job Aid Effective Dating to verify your understanding of the payroll date used for this infotype.
- Important: If a change to this infotype is made in any period other than the current payroll period that the change is being made, the system will perform a retro calculation to correct the taxes based on the changes made. All pay periods between the change and the current payroll run will be retro calculated. Therefore, be sure you understand the impact of changing information. It may be advisable to create a new record reflecting the changes than going into the past.



- Important This infotype must be completed otherwise;
  - An excessive amount will be taken out of the employee's pay.
  - The missing infotype information will be indicated on the Preemptive Payroll Threshold Report (N08).
- Employees on leave do not pay medical aid for those days which will result in a different pay amount for the pay period.
- In the drop down for the *Empl. override group* field, the override group selection consists of the personnel area, hyphen, medical aid classification, and a short description.
- Agencies will only see their medical aid rates/categories in the drop down.
- The LNI web site defines what medical aid tax is http://www.lni.wa.gov/IPUB/101-002-000.pdf
- Medical-aid premium
  - Employers and employees pay this premium. It pays for medical care and related services essential to an injured worker's recovery, including some vocational rehabilitation.





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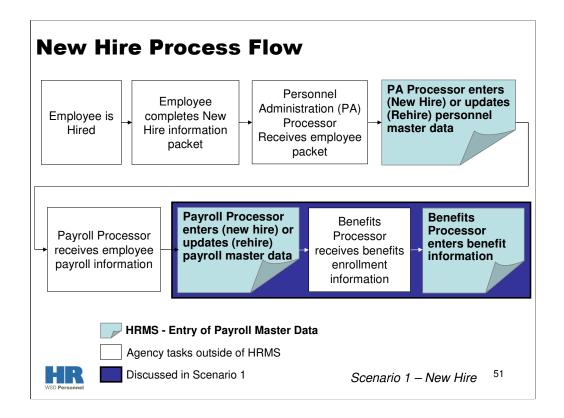
Demonstration (pg 3)
Exercise (pg 7)
Create Employee Payroll
Information for New Hire



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Instructor will perform a Demonstration and then participants will do an exercise.



- Scenario 1: New Hire
  - The PA40 action prompts the payroll processor through the infotype to complete the retirement enrollment process, not the <u>healthcare enrollment</u> process. The healthcare enrollment process is handled in PAY1 which is discussed in the HRMS Employee Hiring course.

# **Benefits Eligibility and Enrollment**

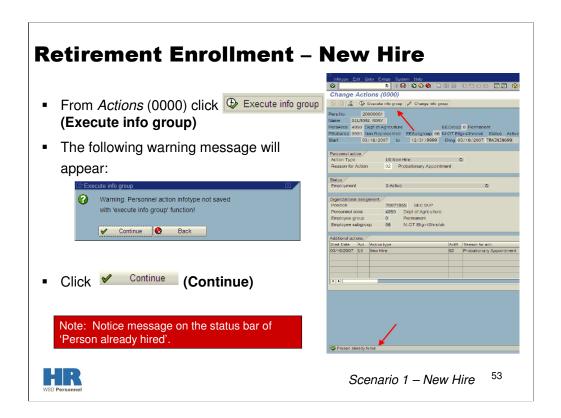
- The Payroll Processor makes the handoff to the Benefits Processor to complete the enrollment process
  - The process will continue by accessing the same initial transaction code PA40



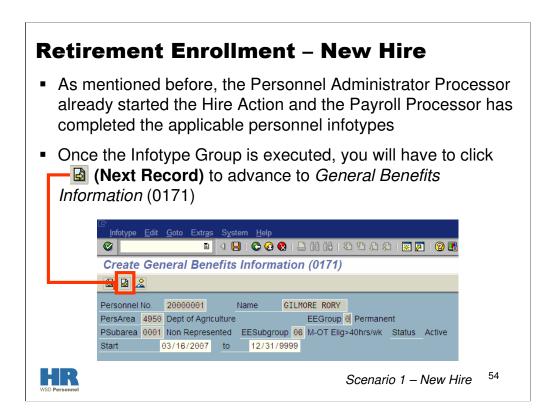


Scenario 1 - New Hire

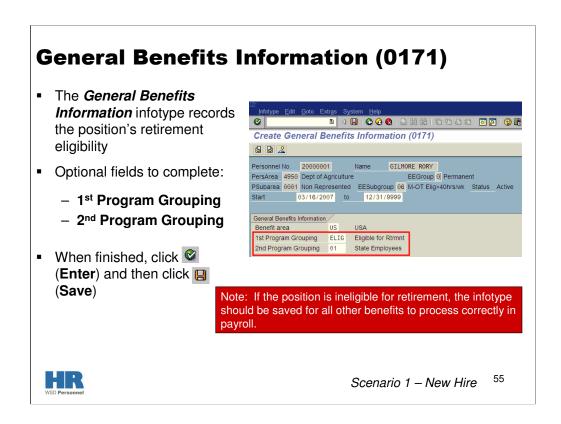
- Scenario 1 New Hire
- The Benefits Processor is the only role that has create/update access to Health Plans (0167) infotype. This infotype stores medical and dental information for all employees, and this includes qualified domestic partner medical status. This infotype also indicates when an employee wants their medical deductions taken on a post-tax basis.



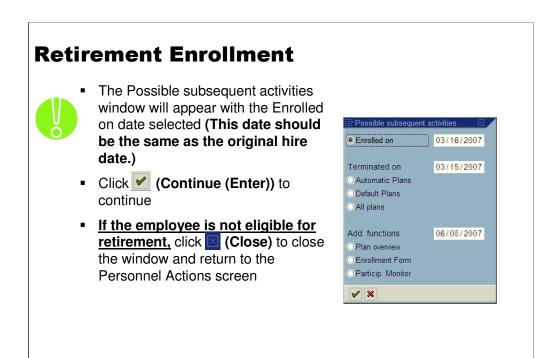
- The warning message is letting you know that if data is updated or changed on the Change Action screen, it <u>will NOT</u> be saved by using the Execute info group button.
  - This is OK because the Personnel Administration Processor has already created and saved this information.



•Again, using the Execute Info group will prompt the user to the initial record requiring you to click Next Record until General Benefits is displayed.



 The user should allow the type code (2<sup>nd</sup> Program Grouping) to default and then change if needed after enrollment.

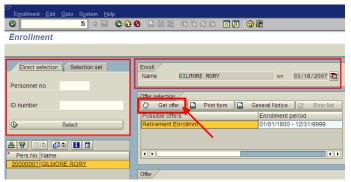


 The Enrolled on date should not be changed as it should be the same as the hire date.

Scenario 1 – New Hire

## **Enrollment**

- The Enrollment screen is used to view and enroll the employee into their eligible retirement plan
- Verify the employee's name in the Enroll section (Employee's name can be searched using the Direct Selection option on the left)
- Once verified, click Get offer (Get offer)

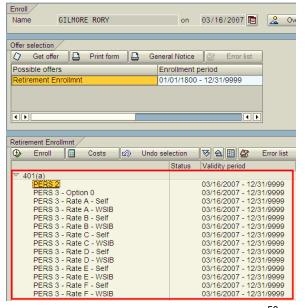




Scenario 1 - New Hire

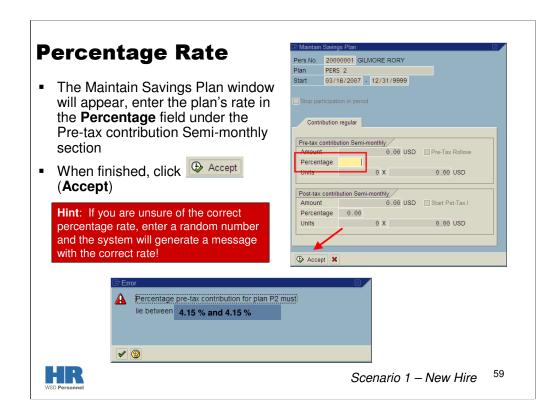
## **Enrollment**

- Only the retirement plans that the employee is eligible for will appear under the Retirement Enrollmnt section
- Click on the appropriate plan





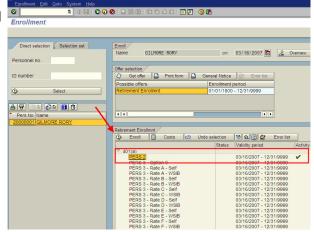
- WSD Personnel
- When using transaction code PA30, they get the full listing of retirement plans. While transaction code PA40 gives the user only retirement plans the employee is eligible for.
- HRMS Communication (Nov. 2007) Benefit Processors now have the ability to select the TRS Plan 2 option during the enrollment process if the employee is eligible.



- NOTE: The rate MUST be entered in the Percentage field. The system will accept this field blank (no percentage entered) without producing an error, but will error if an incorrect percentage is entered. To identify employees who do not have a percentage entered, use the EEs with No Retirement Contribution report (ZHR\_RPTBNN29).
- This value does not default from the plan entered. The upper and lower limit set in HRMS are the same, which will eliminate any data entry errors.
- Once the information is accepted and the employee is enrolled, the retirement plan data will be saved on Savings Plan (0169).
- See OLQR User Procedure <u>Retirement Contribution</u> Percentages to make corrections.

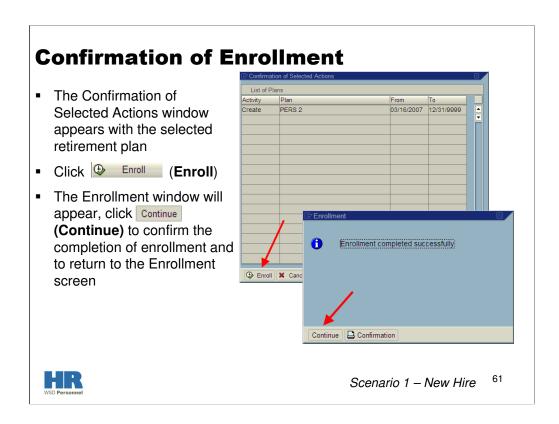


- Once the percentage rate has been entered, you will be taken back to the Enrollment screen where the selected plan is indicated by a green check
- Click Enroll (Enroll)

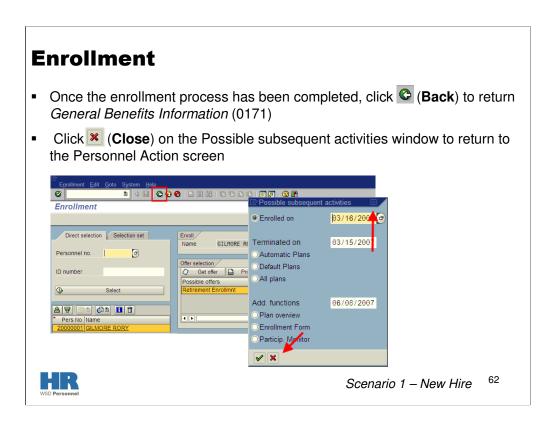




Scenario 1 – New Hire



A green ball indicates the person is enrolled in the plan.



This completes the Benefits Enrollment Process.



Exercise:
Create Employee
Benefit Information for New Hire (pg 12)



# **Create and Maintain Payroll Master Data**

Scenario 1 New Hire

## **Scenario 2 Appointment Change**

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover an Overpayment



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• The Personnel Administration Processor starts all Personnel Actions. In these scenarios, we will show you how to complete the payroll infotypes for an employee.

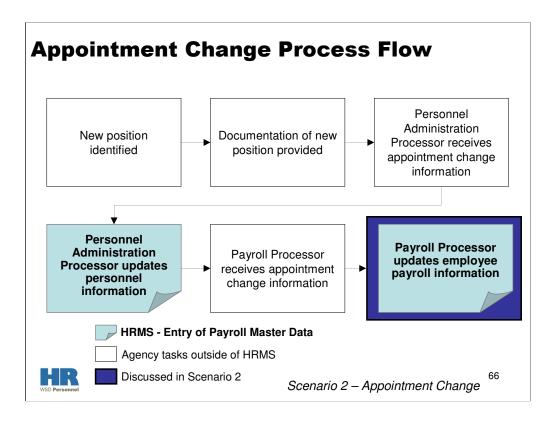
## **Scenario 2 – Appointment Change**

- The following situations are considered appointment changes:
  - Promotion
  - Reassignment
  - Reallocations
  - Demotion
  - Transfer
- Appointment changes are processed in real-time, which allows for immediate updates or Effective Dating to be used.
- Updates are made to employee master data in the payroll infotypes.





- For these appointment changes the Human Resources Office (Personnel Administration Processor) will complete the initial infotypes and then hand-off to the Payroll Process to complete the appointment change action.
- When the employee does not make an immediate retirement plan choice, the Benefits Processor needs to change a member's plan to P30.
- The member will then appear on the 70 and 90-day report if they still have not made a plan choice.
- If a member does not make their plan choice and defaults after 90 days they will default to P3A.



 Once an employee's new position is identified and the appropriate documents are provided to the Personnel Administration Processor for update in HRMS, the Payroll Processor receives any new payroll information to be entered into HRMS.

# **Appointment Change**

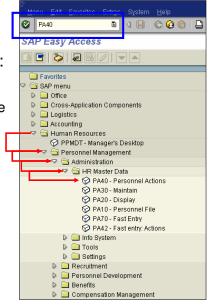
To access the *Personnel Actions* choose one of these methods:

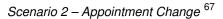
 Method 1: Type the transaction code into the command field

### **PA40**

 Method 2: Follow the 'drill down' method by double clicking on:

Human Resources →
Personnel Management →
Administration →
HR Master Data →
PA40 - Personnel Actions



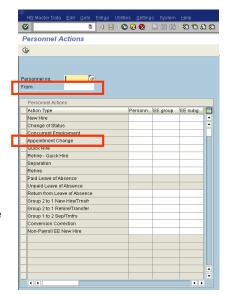




# **Appointment Change Action**

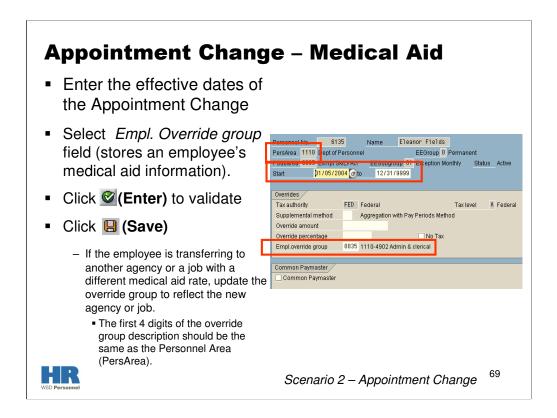
Personnel Actions screen begin processing the appointment change action by:

- Entering the employee's personnel no.
- Skipping the From field
- Click (Enter)
- Select a Appointment Change
  - Click (Execute)
- Click (Next Record) to advance to Additional Withholdings (0234)

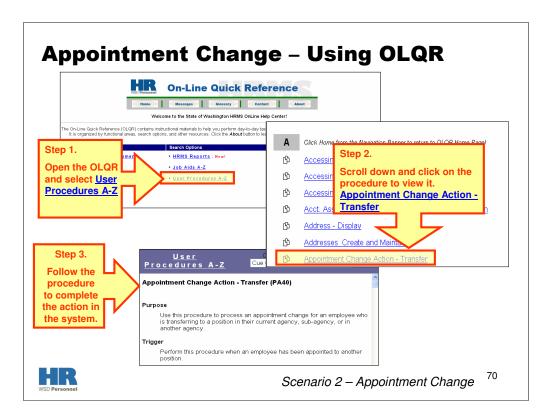








- In the Appointment Change Action, the Additional Withholdings (0234) is the primary payroll infotype that needs to be changed.
  - The State of Washington is using this infotype to store Medical Aid information. When an employee changes agencies or even jobs within their agency, then this infotype must be filled out to ensure the proper amount of Medical Aid is being deducted from an employee.
- The Plan 3 Plan choice code will need to be updated to reflect that they are in the 90 day period to make a selection. This make place them on the 70-90 day report.
- Other infotypes may be updated as needed.
- The HRMS Employee Hiring course offers more in depth discussion on mid period transfers.





Instructor: Introduce the concept of end users using the OLQR to perform procedures rather than relying on other documentation. Demonstrate this by opening the OLQR and walking them through these 3 steps to begin using the appropriate User Procedure, step by step to complete a system task. Ask participants to follow this procedure to perform an appointment change in class.

- **Federal income taxes** are paid by the gaining agency. The losing agency will reimburse the gaining agency through HRMS via automated JV.
- Retirement is paid and reported by the gaining agency. The losing agency will reimburse the gaining agency through HRMS via automated JV. WBET adjustments and coordination is required with DRS to report the retirement for the losing agency.
- **Medical Aid and Industrial Insurance** is calculated based on the medical aid override group that the employee is in at the check date. Each agency's share of expenditures are recorded in their revolving account (035).
- JV payments to other agencies are recorded and paid by both the gaining and losing agencies.
   Examples: Life insurance, LTD insurance, Combined Fund Drive, Guaranteed Education Tuition,
   Deferred Comp. Dependent Care.
- **Health insurance is paid** and reported by the gaining agency. The losing agency may need to send a manual JV to the gaining agency.
- Garnishments are calculated based on combined pay of losing and gaining agencies. The amount is accrued in the gaining agencies revolving (035). A manual JV to transfer the funds to the losing agency may be required.
- Third party vendors are paid by the gaining agency. Examples: Washington State Employees Credit Union, AFLAC.
- Expenditures are recorded in each agencies operating/capital accounts and are transferred to each
  agencies Payroll Revolving Accounts 035. Then a transfer JV is automatically generated that transfers
  the employee and employer shares from the losing 035 Account GL5124 to the gaining agency Account
  035 GL 5124. The gaining agency deposits and reports the taxes. This is the current design for
  retirement as well. WBET adjustments and coordination is required with DRS to report the retirement for
  the losing agency.



Exercise:
Process an Employee
Appointment Change (pg 17)



# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

### **Scenario 3 Employee Separation**

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



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The Personnel Administration Processor starts all Personnel Actions.
 In these scenarios, we will show you how to complete the payroll infotypes for an employee.

## **Scenario 3 – Employee Separation**

- The Separation Action records and processes master data for all employees who leave their employment with the state, voluntarily or involuntarily.
  - Retirement, resignation, death, and termination are considered forms of separations.
- During separation, employees are paid for their accrual balances as allowable. When the separation is complete, benefits continue through the end of the month and are terminated following the final deduction.
- Retirement and Deferred Compensation are delimited using Savings Plan (0169).



**Important:** Process any final deductions before the separation action is started.

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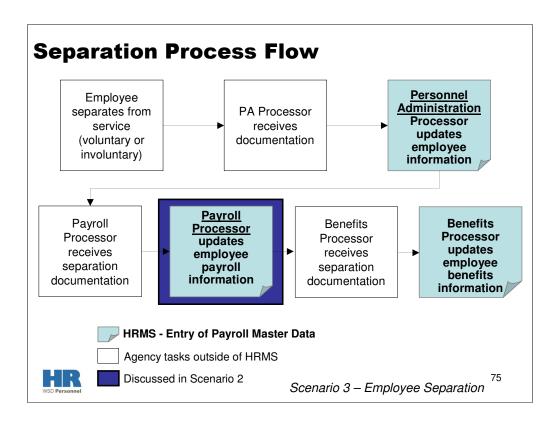
**Note:** An employee's ACH does not end when they are separated as it did in PAY1. The last payouts are done the same way the employee has elected to get paid today (warrant or ACH).

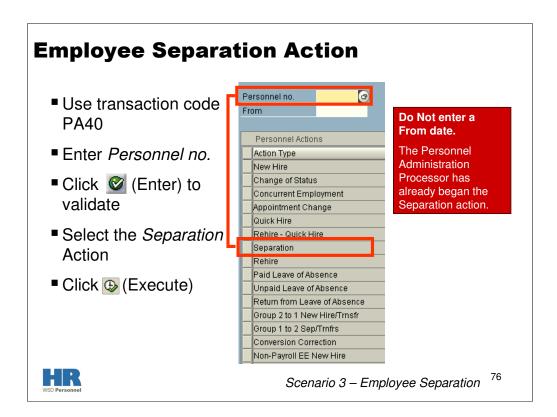
## **Scenario 3 – Employee Separation**

- Before you begin the Separation Action, you'll want to verify and correct quota balances.
  - View Absence Quotas (2006)
  - View Quota Corrections (2013)
- Questions to think about:
  - Is the employee entitled to an accrual? (full or partial)
  - Has leave been taken for the pay period?
    - Delete any leave entered that is effective after the separation date.



- **Important:** Performing the above actions is vital to ensure the employee's record is current before separating them.
  - Verify the CATS entries are entered (Run ZCAT6 to update attendance records).
  - Manually calculate any entitled quotas, if applicable, then create a quota correction.



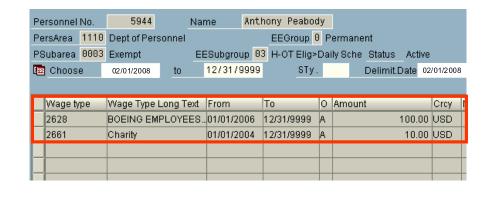




- We know we are not saving this infotype because the Personnel Administration (PA) Processor has already done this step
- Use the Separation Action User Procedure located on the OLQR while completing this action.

## **Separation Action - Delimit Recurring Payments/Deductions**

- Select all Recurring Payments/Deductions
- Click (Delimit)



Scenario 3 – Employee Separation

- Delimit means to end date.
- You will have to go in and delimit recurring deductions and payments as well as retirement and savings plans.

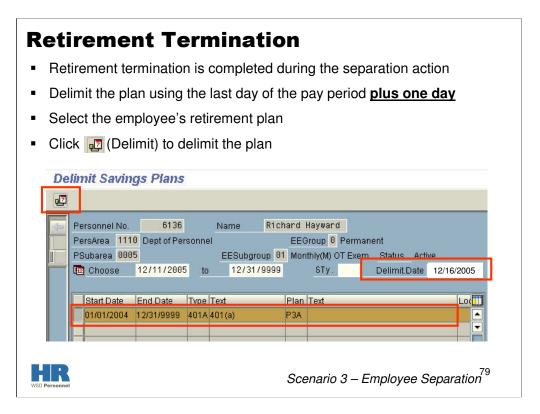


**Note**: When the delimit function is used the date entered must be the first day the plan or deduction is no longer valid. For example, if a person terminated on March 31st you would enter April 1st when performing the delimit function during the separation action.

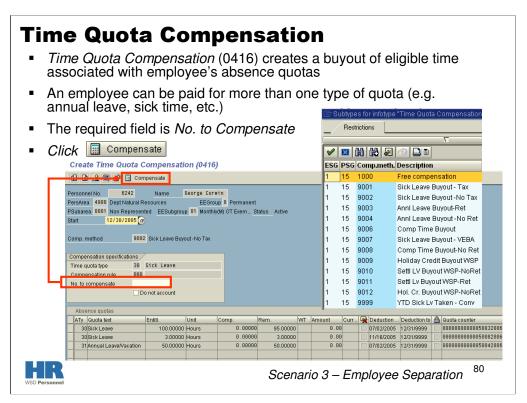
This information is also available on your Effective Dating Job Aid.



Note: Delimit both wage types by highlighting both and selecting the delimit button.



- Also delimit Deferred Compensation if the employee is a participant.
  - There is no need to enter buy-out for Deferred Compensation.
     This is processed through Gap 16 to DRS. The employee will work with DRS to receive their Deferred Compensation payout.
- When delimiting savings plans, be sure to choose all the plans and delimit them at the same time, otherwise the system will take you to the next infotype once the information is saved.
- The actual separation date is reported to DRS through the Action (0000) infotype. The ending date is the actual date retirement is still valid.



- The hours for buyout are entered in the *No. to Compensate* field. When cashing out annual leave you need to remember the rules related to the retirement plans. Plan 1 rules are different than Plans 2 or 3. Make the correct selection for if the buyout is subject to retirement or not subject to retirement.
- Check the "Do not Account" box when an employee is not eligible for quota buyout. An employee is eligible to recover sick leave quota if they return to the state within five years.
- VERY IMPORTANT: If an employee terminates/retires on the last day of the pay period (last day of the month or the 15th), their effective date of termination/retirement will fall on the 1st or 16th of the month. This is a different pay period from their last date of employment. The Time Quota Compensation must be dated to fall within the same pay period they ended their employment in, so it has to be dated on the last day of the month or the 15th if the dates fall into two different pay periods. If this is not dated correctly, the quota compensation will not be paid out and will have to be corrected after the fact.
- When using the PA40 action code, you are only able to choose one type of leave to compensate. If you are compensating for Sick Leave then you would use the PA30 transaction code and Create a new Time Quota Compensation (0416) infotype.
  - This process would be used for Veba buy out (wage type 1394)
  - This process would be used for the annual Sick Leave Buyout in January for those that qualify (wage type 1395)
  - This process would be used for a death or disability sick leave buy out (wage type 1396)



Exercise:
Process Employee Separation - Retire (pg23)



# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

### **Scenario 4 Managing Work Schedules**

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



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• The Personnel Administration Processor starts all Personnel Actions. In these scenarios, we will show you how to complete the payroll infotypes for an employee.

### **Scenario 4 - Managing Work Schedules**

- Work schedules are created when the Personnel Administrator Processor completes the Hire Action.
- Work schedules can be changed or maintained by both the PA Processor and the Payroll Processor.
- Work schedules are created and maintained in *Planned Working Time* (0007).

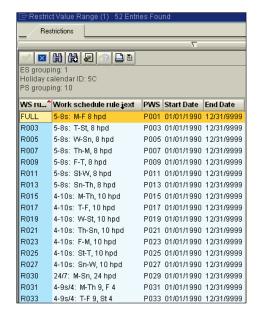


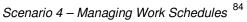
Scenario 4 – Managing Work Schedules 83

 Communication between the Personnel Administration Processor and the Payroll Processor is important when managing work schedules because both roles have access to maintain the record.

### **Available Work Schedules**

- There are more than 50 work schedules in HRMS.
- Typically, the work schedule is based on a 40-hour week, but HRMS accommodates non-traditional schedules.
  - Rotating work weeks
  - Altered work days (flex schedules)
  - Shortened work weeks
- Additional work schedules can be requested in the future. You will need to make a formal request through your agency.







- Work schedules were developed based on input from all agencies and reflect the most common types of schedules. Rotating work weeks
  - Example: Week begins on Friday noon, instead of Monday.
  - Altered work days (flex schedules)
  - Example: Work day is 10 hours, rather than the standard 8 hours.
  - Shortened work weeks

### **Change Work Schedule**

- Short or long-term changes can be made to the work schedule after it has been established.
- The Time and Attendance Processor makes short- term changes to an employee's work schedule using a work schedule substitution.
- Long-term work schedule changes are done by the Personnel Administrator Processor or the Payroll Processor using Planned Working Time (0007).



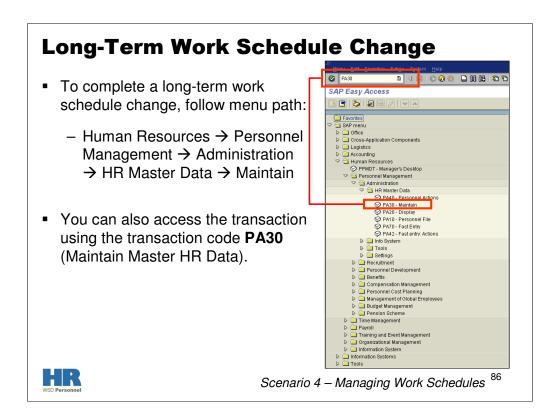


Scenario 4 – Managing Work Schedules 85

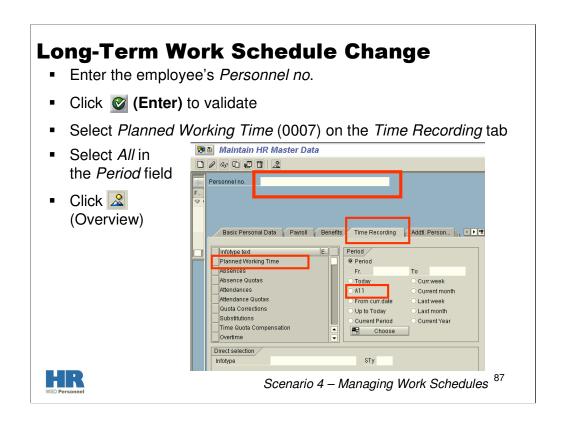


Instructor – Provide participants with examples of situations in which they might need to use a work schedule substitution.

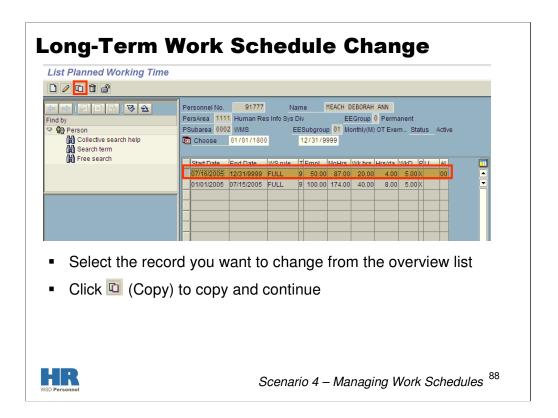
- **Note**: After a short term change has ended the schedule reverts back to the original work schedule rule (the employee's regular schedule).
- For more information related to short term schedules refer to the HRMS Personnel and Time Recording course materials.



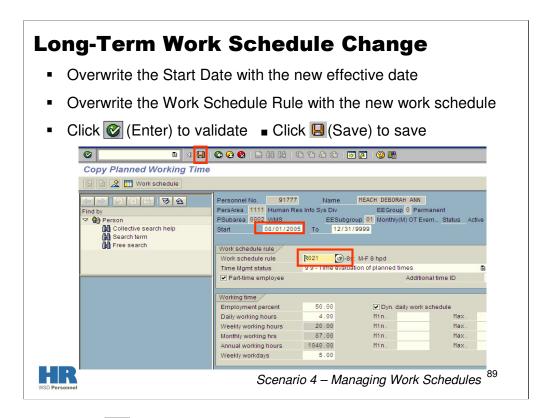
 Long term work schedules should be coordinated between the Personnel Administration Processor and the Payroll Processor as both roles have access and each require the change information.



 Note that if you do not know the personnel number, you can perform a search using the Matchcode) button in the Personnel no. field.



• By using the Copy) function, you ensure that you are not only making changes to the employee's working time, but you are also creating a history of planned working time for an employee.



• Clicking (Enter) populates the screen with the infotypes that have been created for this employee. Available infotypes are marked by a check to the right of the infotype name.

# **Create and Maintain Payroll Master Data**

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

### **Scenario 5 View Basic Pay**

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant

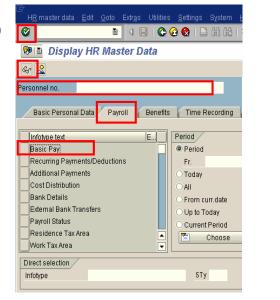


90

 The Personnel Administration Processor starts all Personnel Actions. In these scenarios, we will show you how to complete the payroll infotypes for an employee.

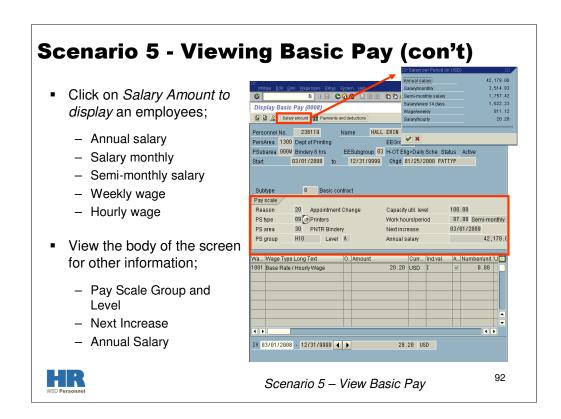


- Use Transaction Code PA20
   Display HR Master Data
- Enter the Personnel no.
- Click **(Enter)** to validate
- Click the Payroll tab
- Select Basic Pay (0008)





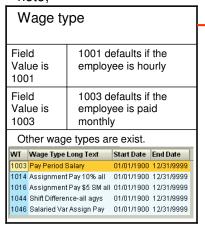
Scenario 5 – View Basic Pay

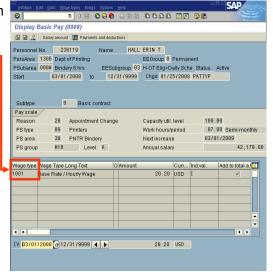


- •If you have the Payroll Processor role then you'll maintain this infotype by using the Copy function to make the changes.
- •Use this infotype to view salary details for an employee.
- •Use this infotype to add dual language pay and shift differential pay.

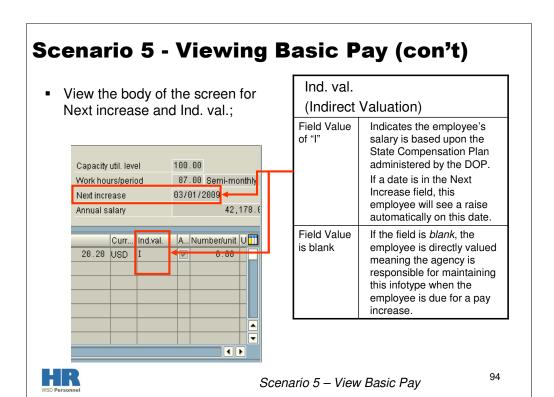


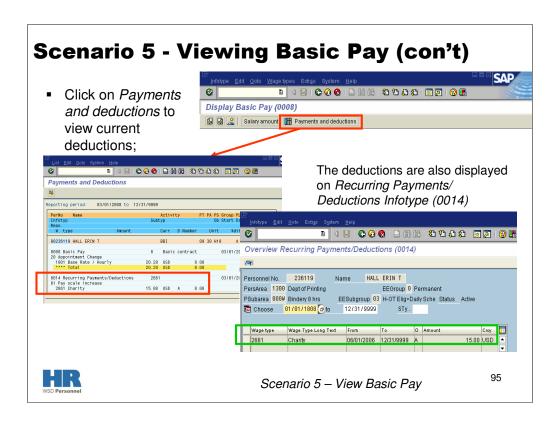
In the lower body of the screen note:













Exercise: View Employee Basic Pay (pg 27)



# **Create and Maintain Payroll Master Data**

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

#### **Scenario 6 Cost Distribution Change**

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



97

• The Personnel Administration Processor starts all Personnel Actions. In these scenarios, we will show you how to complete the payroll infotypes for an employee.

# Scenario 6 - Cost Distribution Change Use Cost Distribution (0027) to override the cost associated with an employee's assigned position.

- Use when an employee is paid by a cost center other than the one that is assigned to their position, complete Cost Distribution (0027).
- Fields to complete:
  - Distrib. (Distribution)
  - CoCd (Company Code)
  - Cost ctr (Cost Center)
  - Pct. (Percent)
  - Fund
  - Functional Area
  - Cost Object
  - AFRS Project
  - AFRS Allocation
- Click (Enter)
- Click 🖪 (Save)



98

- Use this infotype if an employee's work needs to be billed to more than one cost center for a longer term (over 30 days) or if the position is shared between multiple employees for the length of a project.
- You may enter up to 12 lines of accounting data on this infotype, however, you can enter an unlimited number of accounts in CATS. (Time Recording)

• If a cost center needs to be changed for one or two pay periods, the Time and Attendance keeper can make the change in CATS (Cross-Application Time Sheet) using the Data Entry Profile, SOW-1.

**CATs** 

## <u>Overrides</u>

Cost Distribution (IT 0027)

## which overrides

Cost Center assigned to the Position (IT 0001)

HRMS Field Name	SOW Accounting Object	Code Calculation	Format	Example (DOP)
Cost Center	Organizational Index	Three character business area + AFRS Org. Index + 000	AAAXXXX000	111H110000
Fund	Appropriation Index & Fund	Three character business area + AFRS Appropriation Index + AFRS Fund + 0	AAAXXXXXX0	1114199020
Functional Area	Program Index	Three character business area + AFRS Program Index + 000000000	AAAXXXXX00000000	111099000000000
Cost Object	Master Index	Three character business area + AFRS Master Index + 0	AAAXXXXXXXX	111000130000
AFRS Project	Project, Sub Project & Phase	Three character business area + AFRS project + AFRS subproject + AFRS Project Phase	AAAXXXXXXX	11191010000
AFRS Allocation	Allocation	Three character business area + AFRS Allocation Code	AAAXXXX	1110000
		Legend: A – Agency/Business area (3 cha X – AFRS Org Index	racters)	
4R		0 - Filler characters, usually 0		99

- This slide is used as a cross-walk between HRMS fields and State of Washington accounting objects.
  - Use Cost Distribution (IT0027) when an employee's work needs to be billed to <u>more</u> than one cost center for a longer term (over 30 days)
  - Or, if the position is shared between multiple employees for the length of a project.
  - You may enter up to 12 lines of accounting data on this infotype, however, you can enter an unlimited number of accounts in CATS. (Time Recording)
- If a cost center needs to be changed for one or two pay periods, the Time and Attendance keeper can make the change in CATS (Cross-Application Time Sheet) using the Data Entry Profile, SOW-1.

# **Create and Maintain Payroll Master Data**

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

### **Scenario 7 Hourly Rate Per Assignment**

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



100

• The Personnel Administration Processor starts all Personnel Actions. In these scenarios, we will show you how to complete the payroll infotypes for an employee.



recorded on the *Organizational*Assignment (0001) infotype.

Infotype is required if recording hours worked at different rates

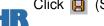
of pay.

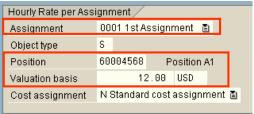
• Create this infotype so hours

can be entered into CATS.

- Fields to complete:
- Assignment
  - Position
  - Valuation Basis
    Click ② (Enter)

Click [ (Save)





OLQR User Procedure: <u>Hourly Rate</u> <u>Per Assignment</u> to complete this task.

- For example, a ticket-taker, who earns \$10/hour, may work as a deckhand earning \$12/hour every other Wednesday. That employee can enter time against both positions and be paid the appropriate rate.
- Enter the hourly rate *Valuation Basis* field for each position.

# **Create and Maintain Payroll Master Data**

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

### Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

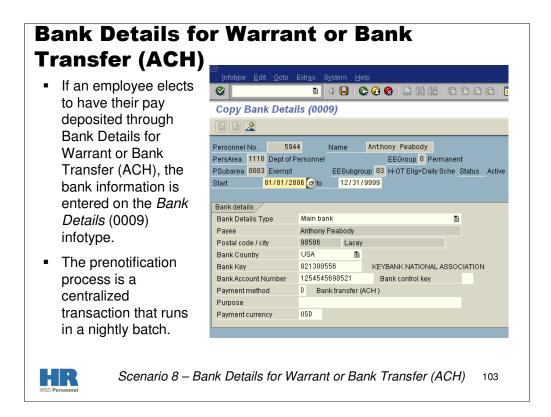
Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



102

• The Personnel Administration Processor starts all Personnel Actions. In these scenarios, we will show you how to complete the payroll infotypes for an employee.

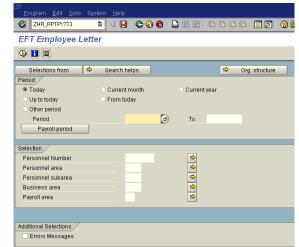


Warrant = Paper Check or Statement Bank Transfer = Direct Deposit

- Agencies run their own ACH letters.
  - We will walk through the steps for creating the letters in the coming slides.

# Bank Details for Warrant or Bank Transfer (ACH)

- Once an employee's bank details have been entered or changed, an ACH letter can be run.
- Agencies run their own ACH letters and distribute them for employees to confirm the correct information has been entered.
- Transaction code: ZHR\_RPTPY713
- Fields to complete:
  - Period
  - Selection
  - Additional Selections





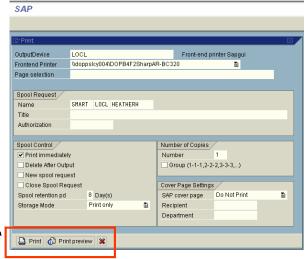
■ Click (Execute)

Scenario 8 – Bank Details for Warrant or Bank Transfer (ACH)



 After the report is executed, a print dialogue box displays.

 You can either print the letter or preview how it will print.

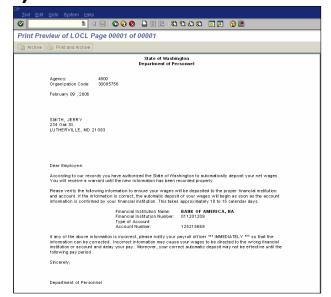




Scenario 8 – Bank Details for Warrant or Bank Transfer (ACH)

# Bank Details for Warrant or Bank Transfer (ACH) Letter

- Once you have previewed the letter, print it to your local printer.
- Then the letter is sent to employees to confirm the accuracy of the bank details entered in HRMS.



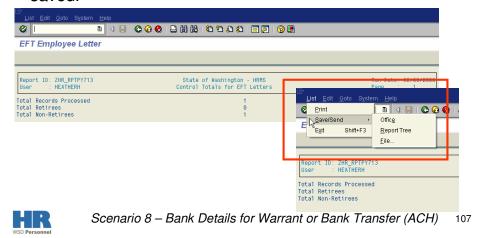


Scenario 8 – Bank Details for Warrant or Bank Transfer (ACH)

- When to generate these letters will be a business decision for your agency.
  - One example could be to have the person that entered the ACH information to print the letter as part of the process.

## **Bank Details for Warrant or Bank Transfer (ACH) Report**

- After the letter is printed, HRMS will display information on the ACH letters that were generated.
- As with any report, this information can be exported and saved.



- If you do not run the report daily, be sure to include the dates of employees who have had information entered in their bank details since the last run.
- •The ACH Employee Letter report also identifies what files/employees will have their bank pre-notification run during the batch process.



**Exercise:**Create Bank Details for Direct Deposit (pg 31)



# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

#### Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



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• The Personnel Administration Processor starts all Personnel Actions. In these scenarios, we will show you how to complete the payroll infotypes for an employee.

#### **New Terms**

Off Cycle Reversal	Event that occurs when a warrant or direct deposit is cancelled because of an error.
Off Cycle Workbench	An HRMS component used to process off- cycle reversals for warrants and ACH files.



#### **Warrant/ACH Cancellation Process**

Off-cycle reversals are payroll process events in which employee warrants or ACH payments are cancelled because of errors or discrepancies.

 Warrants are the actual 'physical' checks that are distributed to each employee on pay day.

A two step process is necessary to cancel a ACH:

- 1. Contact HRISD Help Desk to process the ACH reversal through OST. This creates a negative ACH transaction but does not guarantee the money will be returned.
- 2. Process the reversal through the HRMS Off-cycle workbench and cancel / reverse the payments.



Scenario 9: Cancel a Warrant

- The Payroll Processor is responsible for entering employee payroll-related master data reversal data into HRMS prior to the start of the off-cycle workbench.
- Subsequent payroll processes that follow are similar to those executed during a normal payroll run and are automatically processed.

#### **Off-cycle Workbench**

- The off-cycle workbench is an HRMS component used to process off-cycle reversals for warrants and ACH files.
- The types of payment processing using the offcycle payroll workbench include the following:
  - Warrant / ACH cancellations
- The off-cycle workbench is <u>not used</u> to replace lost or misplaced warrants.



Scenario 9: Cancel a Warrant

- The purpose of the off-cycle workbench is to perform the step of reversals. No processing outside the payroll system will occur.
- Prior pay periods occur in the off-cycle workbench.
  - However, prior pay periods that have been locked, will not be allowed to be reversed that are more than a year old.
  - For example, fiscal years can be closed, thus restricting someone from accidentally reversing or deleting a closed pay period.
- It does not matter how an employee is paid (by warrant or ACH), you still must cancel or call in an ACH reversal or warrant cancellation.

#### **Cancel a Warrant/ACH**

- There are a number of differences in how HRMS processes cancelled warrants.
  - Employee master data is changed to reflect desired corrections.
  - The pay period that should be "cancelled" for an employee is reversed using the off-cycle workbench. This flags the payroll period with a reversal indicator.
  - The reversal for cancellation is processed when the next pay period runs.
    - Note: This may result in a partial or complete reversal of the pay period results depending on master data changes.
  - Financial postings and deductions are corrected by the normal payroll process.



Scenario 9: Cancel a Warrant

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 A partial reversal is created when there are retro changes for hours worked are changed to leave without pay.

# Cancel a Warrant/ACH: An Example

 Mitch Knight, an employee in your agency, had the following pay period results for January 1<sup>st</sup> through 15<sup>th</sup>. He is expected to be paid on January 25.

Wage Type	Туре	Amount
Gross Pay	Earning	2000
Credit Union Deduction	Deduction	200
Retirement (EE)	Deduction	260
Health (EE)		10
Health (ER)		594.58
Union Dues	Deduction	18
Taxes (EE)	Tax deduction	430.34
Taxes (ER)		163.23
Net Pay	Warrant	1180



Scenario 9: Cancel a Warrant

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*Instructor:* Read through the slide – the point is on the next slide.

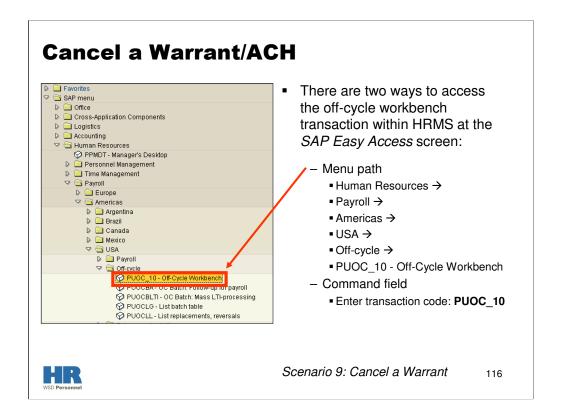
#### Cancel a Warrant/ACH: An Example

- When Mitch's warrant is delivered, it is discovered that Mitch should have terminated on January 3<sup>rd</sup>. This was not entered into HRMS until after payroll was run. The warrant has been returned to the payroll office.
- To fix the situation, you should:
  - Reverse the payroll period in the off cycle workbench
  - Have the Personnel Administration Processor and Payroll Processor execute the separation action on January 3<sup>rd</sup>.
  - Simulate the payroll period to determine the net pay the employee should receive.
  - Phone Mitch to see if he would like his last check on the first pay period in February or pay him with a manual warrant.



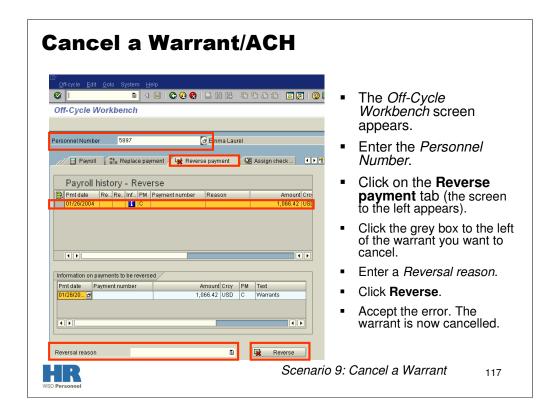
Scenario 9: Cancel a Warrant

- Once you have completed the steps above, the reversed period is recalculated in February based on the new master data.
- In this example, Mitch's adjusted gross would be \$400, deductions would still be taken at the same amount, the retirement contribution will be based on 1/1 1/3, and the taxes would be reduced.
- Note: You CAN NOT delimit retirement plans until the last day of the pay period in which the employee terminated.





Instructor – Show participants both the menu path and transaction code methods to access the off-cycle workbench.



- In this example, we are canceling a warrant for Emma Laurel, employee 00005897, on 1/26/2004.
- Reversal reasons can include warrant that are:
  - Reverse check payment
  - Check voided after printing
- You can click the history tab to see cancelled warrants/ACH.



**Exercise:**Cancel a Warrant (Statement) (pg 35)



# **Create and Maintain Payroll Master Data**

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

**Scenario 10 Recover An Overpayment** 

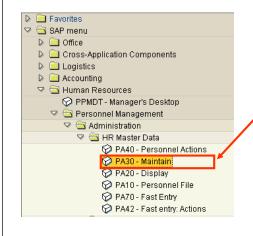


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The Personnel Administration Processor starts all Personnel Actions.
 In these scenarios, we will show you how to complete the payroll infotypes for an employee.

- The Payroll Processor corrects the overpayment by running a retroactive payroll, which reprocesses the previous pay period, calculates the overpayment, and prepares to recover it in the next payroll.
- The agency identifies the amount of money that is scheduled to be taken away.
- Since money can not be withheld from an employee's check without his/her approval, the agency creates a positive balancing adjustment that matches the overpayment amount to ensure nothing will be withheld from the employee's check <u>until</u> repayment arrangements can be made.
- Finally, the agency creates a recurring deduction to recover the overpayment over a period of time agreed to by the employee.





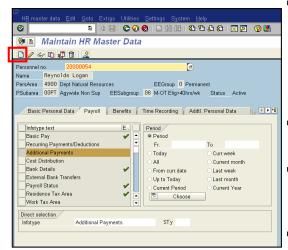
- To recover an overpayment access the maintain master data transaction within HRMS from the SAP Easy Access screen:
  - Menu path: SAP Menu →
     Human Resources → Personnel
     Management → Administration
     → HR Master Data → Maintain

or

- Command field
  - Enter transaction code: PA30
  - Click Enter.

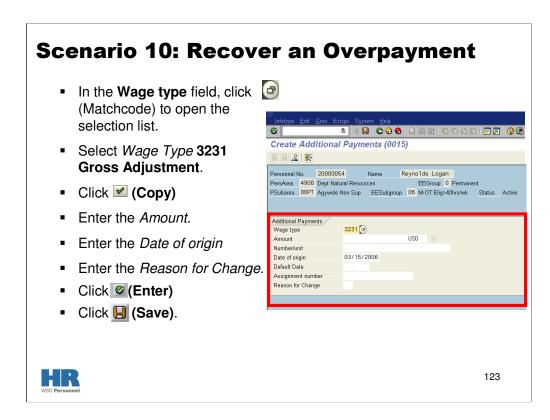




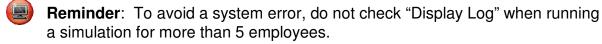


- The Payroll Processor uses the Maintain Master Data screen to access Additional Payments (0015) to recover an overpayment.
- Enter the Personnel no. for the employee.
- Click to the left of the Additional Payments on the Payroll tab.
- Click (Create)





- Date of Origin: The system defaults to the last day of the next pay period, correct this if necessary.
- In the amount field, enter the positive equivalent of the /552 wage type amount shown in the Wage Type report.
- When multiple payrolls were run prior to correcting the error, the last /552 inflow amount should be used for the balancing adjustment.
- In the Date of Origin field, enter the last day of the pay period in which the system would try to recover the overpayment.



 The purpose of the Payroll Simulation (PC00\_M10\_CALC\_SIMU) is to allow you to verify the master data for one employee or a small group (5 employees or less) of employees prior to running payroll.

- Run a payroll simulation to <u>verify</u> that no money will be withheld from the employee's next check.
  - See detailed instructions on the OLQR under HRMS Reports:
     Payroll Simulation (PC00\_M10\_CALC\_SIMU)
- Once the payroll simulation has been run, the next step is to set up a payment plan to recover the overpayment.

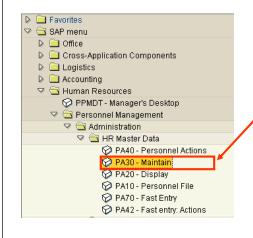


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Reminder: To avoid a system error, do not check "Display Log" when running a simulation for more than 5 employees.

• The purpose of the Payroll Simulation (PC00\_M10\_CALC\_SIMU) is to allow you to verify the master data for one employee or a small group (5 employees or less) of employees prior to running payroll.



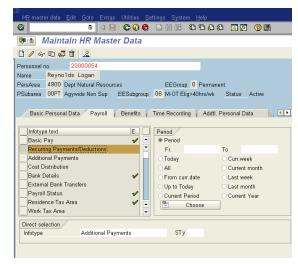
- To set up the payment plan access the maintain master data transaction within HRMS from the SAP Easy Access screen:
  - Menu path: SAP Menu →
     Human Resources → Personnel
     Management → Administration
     → HR Master Data → Maintain

or

- Command field
  - Enter transaction code: PA30
  - Click Enter.





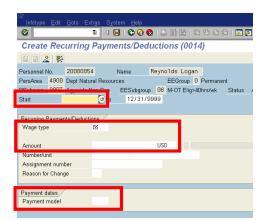


- Enter the *Personnel no.* for the employee.
- Click to the left of the Recurring Payments/ Deductions on the Payroll tab.
- Click (Create)

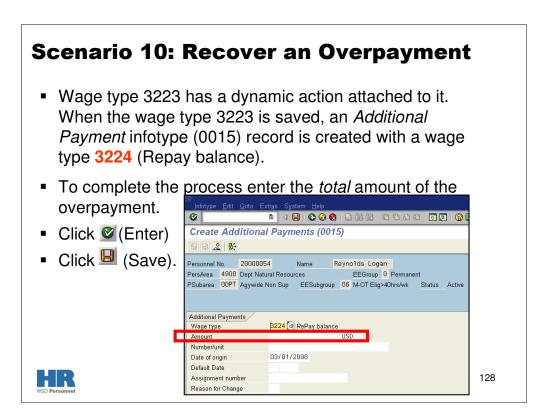


Complete the following fields:

- Start Date
- Wage type (3223 RepayPlan deduction)
- Amount
- Click (Enter) to accept
- Select the appropriate payment model
- Click **(Enter)**
- Click 📙 (Save).







 Wage type 3225 will be created that tracks the amount repaid to date. When the amount in wage type 3225 matches the amount of wage type 3224, the deduction will stop automatically.

#### **Section 2 Review**

#### You should be able to:

- Explain how the HRMS roles work together to perform a personnel action (hire/newhire)
- Describe the difference between creating and maintaining Payroll Master Data
- Perform ten common Payroll Master Data scenarios



# **Section 3 Health Care Benefits Overview**

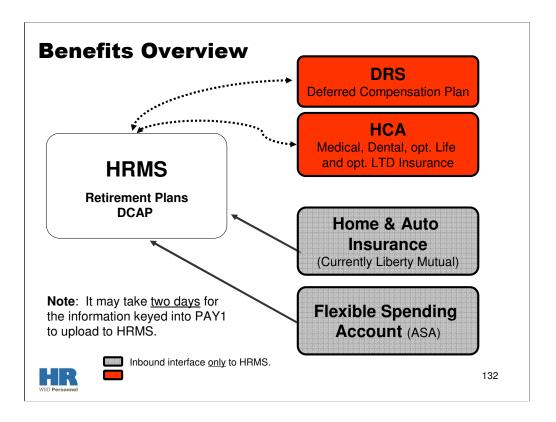


#### **HRMS Benefits Overview**

Upon completion of this short section, you will be able to:

- Identify how benefits data interfaces between systems
- Access health plans





- Enrollments and terminations for Retirement Plans and DCAP are entered directly into HRMS.
- Terminations for Medical/Dental insurance, optional life and optional long-term disability insurance, auto/home insurance are terminated through an interface (GAP 16).
- Enrollments for other benefits automatically interface with HRMS:
  - DCP
  - HCA
  - Home and Auto Insurance (Liberty Mutual at this time)
  - Flexible Spending Account (ASI)

#### **Optional Benefit Plans Overview**

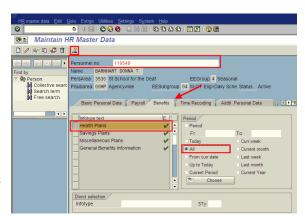
- Optional plans are maintained in HRMS or through the GAP interfaces
  - Dependent Care Assistance Program
    - Deductions are created and stored in the employee's Recurring Payments/Deductions (0014)
  - Deferred Compensation
    - Stored in Savings Plan (0169)
  - Life Insurance, Long Term Disability and Home & Auto Insurance
    - Stored in *Miscellaneous Plans* (0377)
  - Flexible Spending Account
    - Stored in Additional Payments (0015)



#### Access Health Plans (0167)

Transaction Code - PA30

- Enter the Personnel no. and click (Enter) to validate
- Click the Benefits tab
- Click the gray box to the left of the Health Plans (0167) to select
- In the Period section, click "All"
- Click (Overview) for an overview of all actions associated with Health Plans (0167)



Note: The Dental and/or Medical plan should already be set-up in Health Plans (0167).



# **HRMS Benefits Review**

You should now be able to:

- Identify how benefits information interfaces between systems
- Access health plans



# **Section 4 – Deductions**



#### **Deductions Overview**

In this section you will be able to:

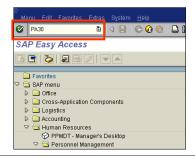
- Distinguish the differences between automatic and manual deductions
- View the infotypes associated with deduction types
- See how to create:
  - A recurring payment/deduction
  - A one-time payment/deduction
  - Employee tax exemptions
  - Savings Bond information
- Delimit different types of deductions



- In this section we will cover different types of deductions in HRMS.
   We will also cover how to access and complete employee deduction infotypes.
- If there is not enough money to cover a deduction, the system will not take any of it with the exception of Health Care Insurance and Retirement. Both will take the money that they can and the remaining due will go into arrears and be taken the next payroll.
- The majority of the deductions taken are done in the recurring or one-time payment/deduction infotypes.
- The Payroll Analyst role also has the ability to create or change the deduction infotypes.

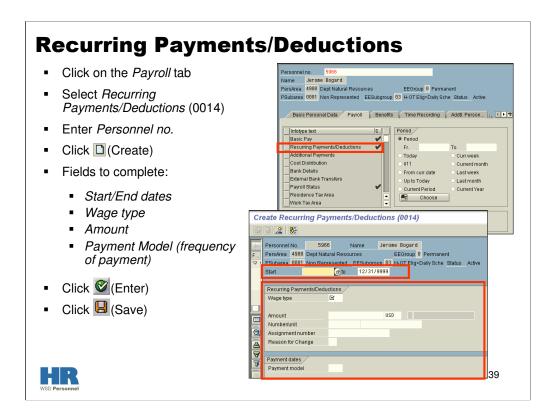
#### **Manual - Recurring Payments/Deductions**

- Both recurring payments and deductions are entered in the same place in HRMS; Recurring Payments/Deductions (0014) Infotype
  - That the same payment be made over multiple pay periods
  - Or payments with a specified or open-ended end date use Recurring Payments/Deductions (0014)
- To access Recurring Payments/Deductions (0014), enter transaction code PA30 into the Command Field.





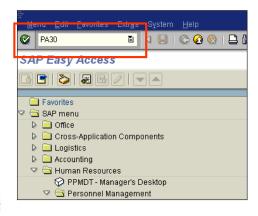
- One deduction can be created at the time of the New Hire Action.
  - •Once the employee has been hired and all initial infotypes have been completed, you can add additional payments/deductions through PA30.



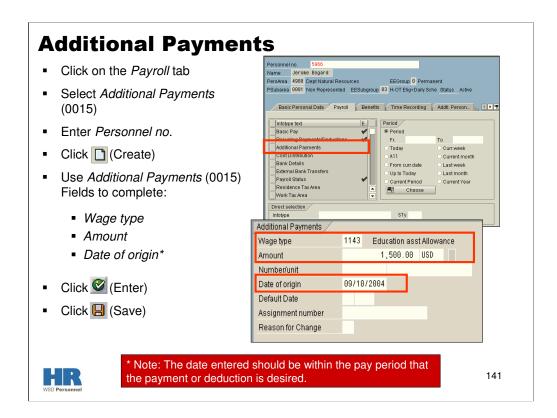
- If an employee wants to "skip" a month, their deduction needs to be delimited prior to that month and restarted for the next month that the employee wants the deduction to occur.
- All deductions going to the same agency will be combined under one wage type and then then establish the appropriate frequency.
- Example of one time payment:
  - Employee Recognition

#### **Additional Payments**

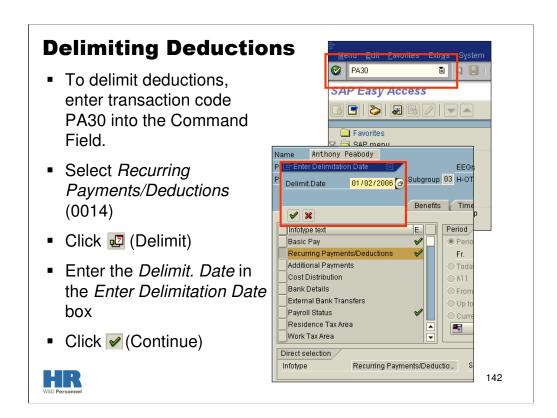
- If a request has been made or the need exists to create a one-time deduction, set up the payment on Additional Payments (0015).
- To access *Additional Payments* (0015), enter transaction code PA30 into the *Command Field*.



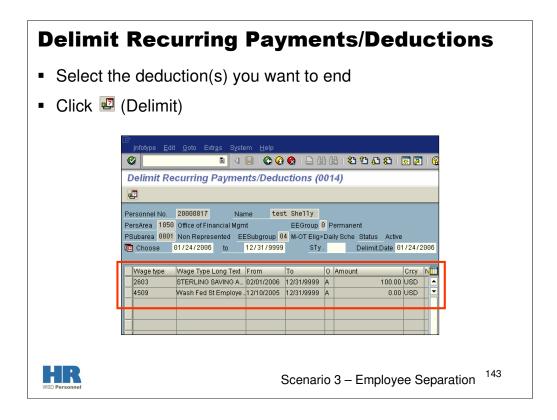
HR



- Examples of additional payments include educational assistance and relocation compensation.
- Notice there are no end dates entered here because this is a one time deduction. The date entered determines what pay period the deduction will be taken from.



- If you look at the Effective Dating job aid, you will note that this date should be any day within the pay period.
- After you confirm the end date, then you would add ONE DAY to the date.



- Now go back to the Maintain HR Master Data window and use the Overview button to view the delimit date. It will be ONE DAY less than what you entered.
- For more information on dating in HRMS, see Dates Job Aid.



**Exercise:**Create a Payroll Deduction (pg 39)



### **Review Question**

- 1. What are three examples of an automatic deductions? (Hint: These are fed to HRMS through interfaces.)
  - 1. Medical and Dental Plans (0167)
  - 2. Deferred Compensation (0169)
  - 3. Auto/Home Insurance (Liberty Mutual) (0377)
- 2. What are three examples of a manual deductions? (Hint: These are entered into HRMS when requested by the employee.)
  - 1. Credit Unions/Banks
  - 2. Insurance that is not state-sponsored (AFLAC)
  - 3. Parking fee's



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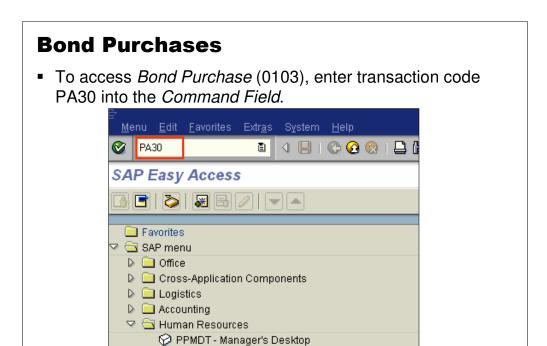
What questions do you have before we move on to the next topic?

### **Additional Deduction Procedures**

- Additional procedures are located on the Online Quick Reference (OLQR) and include:
  - Recurring Payment with a Dollar Limit Create and Maintain
  - Recurring Deduction Create
  - Recurring Payment Create
  - One Time Deduction Create
  - One Time Payment Enter



# Bonds

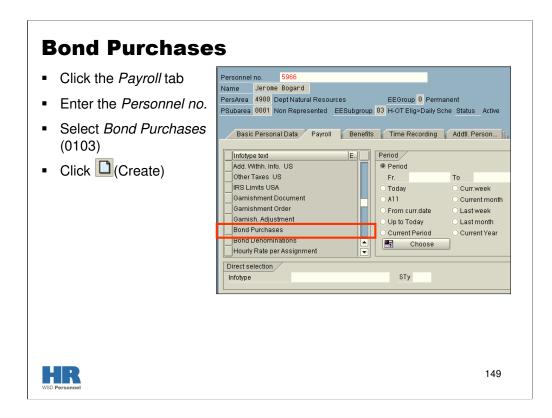


• Date the bond for the date it was requested to start. The purchase file will be sent to the Federal Government by OFM with all monies collected by HRMS at the end of the month.

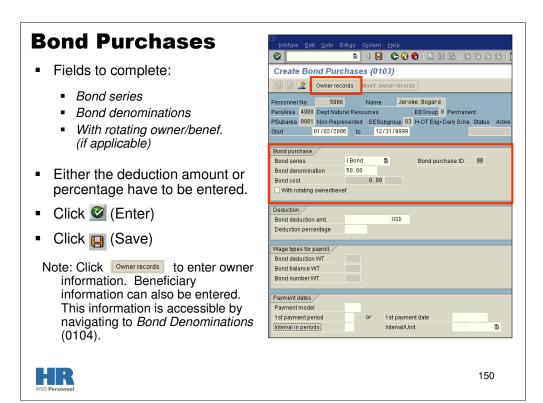
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Personnel Management

HR



- The "Display of Savings Bond Purchases" report indicates the date the bond(s) are purchased.
  - This is a report that displays savings bond purchases for employees. The report includes: number of bonds, bond denomination, bond price, and beneficiary name.
  - More information regarding this report is in the Reports section of the course.

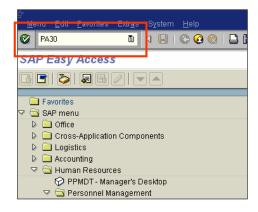


- A rotating owner/beneficiary is when there are multiple owners or beneficiaries of one Bond Purchase. Once there are enough monies collected by HRMS to purchase a bond, the bond is then sent to each owner in the order indicated.
- There are two main types of bonds offered.
  - •The Inflation Indexed or I Bond
  - •The Series EE bond replaced the E bond.

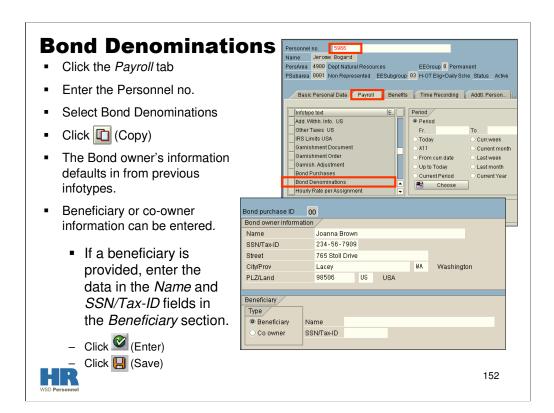
Instructor Note: The first Series E Bond was sold to President Franklin D. Roosevelt by Secretary of the Treasury Henry Morgenthau on May 1, 1941.

### **Bond Denominations**

- If a request has been made to change or add owners and beneficiaries to a savings bond, enter the information in Bond Denominations (0104)
- To access the Bond Denominations (0104) infotype, enter transaction code PA30 into the Command Field.



WSD Barganus



- The reserve balance builds up until it reaches the purchase price of the bond. A bond is purchased. Then it moves on to the next owner (if there is one).
- As an FYI when you open this infotype, the last person's file you have open will default into this screen. You just need to type over the information.

Changing an employee's address in the Personal Data infotype <u>does</u> <u>not change the address of a bond owner record</u>. To change the address of a savings bond owner complete these steps:

- 1) Access the Bond Denomination screen via transaction code PA30, select the Payroll tab, select bond denominations and then select overview.
  - Click on the record you want to change the address for, click the pencil to change the record. Enter an End date by entering a to date for the last day of the pay period. Enter. Save.
- 2) Go back to PA30, select the Payroll tab, select Bond Denomination, select overview. Highlight the record you just end dated and select copy. Put a Start date that begins the record for the day following the date you end dated the previous step. (Confirm the end date is 12/31/9999 or a specified end date the employee has requested). Change the bond owner address. Enter. Save.

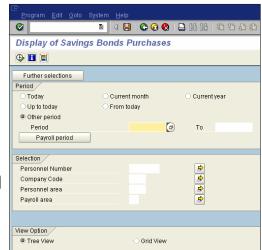


**Exercise:** Create a Bond Purchase (pg 43)

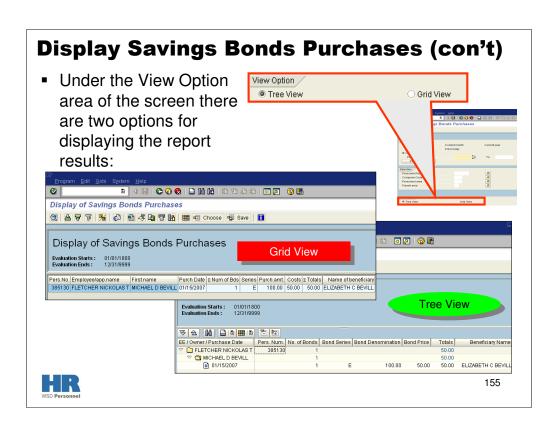


### **Display Savings Bonds Purchases**

- To display savings bonds use the Display of Savings Bonds Purchases report (ZHR RPTPYS10)
- In addition to displaying the employees who participate in the bond purchase program, this report shows the bond purchase date.
- To view all bonds purchased by employees in your agency, enter your Personnel area and Click (Execute).
  - To narrow the display, select a narrower period of time and or a specific employee to view limited data.









**Exercise:**Display Savings Bond Purchases (pg 47)

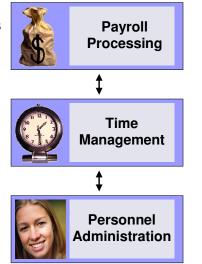


# **Section 5 Quotas**

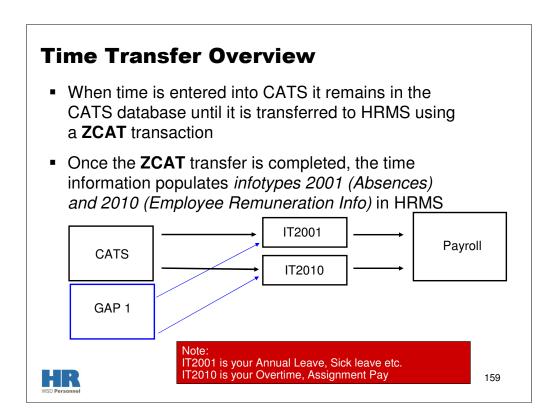


### **Integration With Other HRMS Components**

- Personnel Time Recording components are integrated with other HRMS areas.
- When time is entered in CATS, it is transferred to Absences (2001) and Employee Remuneration Info (2010) in an employee's personnel file. This information is used to pay employees.
- The transferred information is directly pulled from HRMS during the payroll processing cycle.







- If you are a GAP 1 agency you enter time and attendance directly into your agency specific leave system.
  - •Then it populates into HRMS.
- HRMS Time and Attendance course should be attended by those performing this role for their agency.

### **Time Transfer**

- A scheduled ZCATA batch transfer runs automatically but agencies can run this process manually using ZCAT6
- To run a payroll simulation, the ZCATA or ZCAT6 transfer must be completed so infotypes 2001 and 2010 have the most recent employee time information
- When payroll runs, it pulls employee time information from infotypes 2001 and 2010
- ZCATA and ZCAT6 allows agencies to run payroll simulation on time entries for employees





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Agencies do have the ability to run the ZCAT6.

# **Section 6 – Reports**



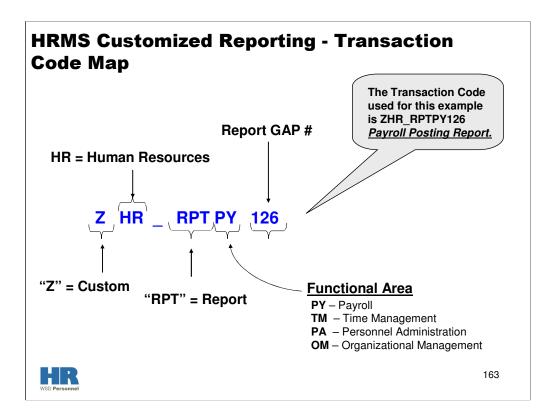
### **Accessing Reports in HRMS**

- One of the major benefits of HRMS is the ability to run "on demand" reports.
- Report data can be pulled in a variety of ways to enhance agency business processes.
- You will have access to reports that relate to your role. For example, if you are a Payroll Processor, you will be able to view specific reports related to payroll and reports.
- Additional reporting options are hardcopy, Data Warehouse, and Business Warehouse.





- For example, the Department of Transportation is only able to run reports that include data belonging to their employees, not other agencies (such as Department of Fish & Wildlife.)
- A complete list of reports are on the Change Agent website.
- Business Warehouse training will be available after you go live. The reasoning for this is there is no data currently in the Business Warehouse for you to access. Data will be transferred into the business warehouse after your first payroll cycle.



There are 2 main types of HRMS reports.

1. Standard – These reports were included in HRMS and met the State of Washington's business needs.

Example: S PH0 48000450 (Task Monitoring)

 Customized – Created by the Department of Personnel to specifically meet the State of Washington's business needs.

# Payroll Reports\*

### **Payroll**

- Cancellation of Warrants Issued
- Cancelled Warrant ACH Report
- Corrections and Returns for Agencies
- Display of Savings Bond Purchases
- Earnings Statement
- Employee Year to Date Payroll Register
- Payroll Journal
- Payroll Simulation
- Preemptive Time Data Check
- Reference Personnel Number

### <u>Payroll</u>

- Wage Type Reporter
- Year End Reports
  - W-2 Wage and Tax Statement
  - Appointments with EIC at Year End
  - Tax Exempt Status Report

### **Benefits**

- Active Employees with no Retirement Deduction Taken
- Participation (Retirement)
- Participation Monitor
- Retirement 70 day Default



\* Not a complete list of payroll reports

### **Payroll Simulation**

- Use the <u>Payroll Simulation</u> (PC00\_M10\_CALC\_SIMU) to view/review what an employee is going to be paid prior to the payroll run.
- Run this report when you need to see how a change to an employee's pay, deductions, and/or retro calculation will affect an employee's NET pay.
- In order for the payroll simulation to be run these two criteria must be met:
  - An employee's payroll master data is complete.
  - An hourly employee has time entered in HRMS for the selected pay period.
  - You can run a payroll simulation for the current period or for another payroll period.



### **Payroll Threshold Report**

To find payroll errors ahead of time use the <a href="Payroll">Payroll</a>
<a href="Threshold Report">Threshold Report</a> (ZHR\_RPTPYN09)

- This report is used to view payroll information after a simulation has been run or after payroll has been released for corrections by DOP.
- When you need to verify payroll information or you would like to ensure that employees are set up correctly with payroll master data.



### **Payroll Journal Voucher Report**

Use the <u>Payroll Journal Voucher Report</u>
(ZHR\_RPTPY376) to display the record of money being transferred between agencies and funds via Journal Vouchers.

- When you need to review all transfers of monies between agencies, Electronic Funds Transfers, treasury and/or treasury trust account funds.
- Payroll has been exited by DOP.



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The federal tax (withholding, social security and Medicare) amounts paid can be run in the #Third Party Remittance Reconciliation Detail Report (**PC00\_M99\_URMR**) using your Business Area and the vendor code of #2181700 (IRS).

- The DRS JV can be run in the Payroll Journal Voucher Report (ZHR\_RPTPY376) selection 5.
- The HCA JV costs can be run in the Payroll Journal Voucher Report (ZHR\_RPTPY376) selection 1. Tran code 327 is Health Care, TC 187 is Medical Aid and 797 are Savings Bonds.
- These reports are available for a pay date after payroll exit's right before pay day. They can also be run for past payrolls in HRMS.

### **Wage Type Reporter**

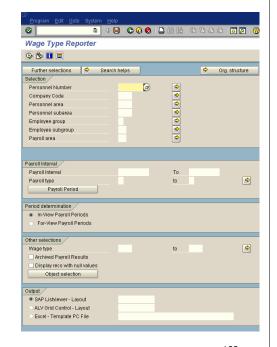
Use the <u>Wage Type Reporter</u> (PC00\_M99\_CWTR) to identify transactions automatically recorded in the Agency State payroll Revolving Account 035 in General Ledger (GL) 5199 Other payables.

- Agencies should generate this report each payroll. To receive current results DOP must execute a payroll run and have stored results during a payroll cycle.
- The payroll cycle must be exited.



# Wage Type Reporter (con't)

- These are the roles that can run this report:
  - Payroll Processor
  - Payroll Analyst
  - Payroll Inquirer
  - Payroll Supervisor
- Department of Personnel has created state-wide variants to help agencies with their reconciliations.
  - Use the procedure
     Report\_Create and Retrieve
     Variants for steps to access
     the state-wide variants.

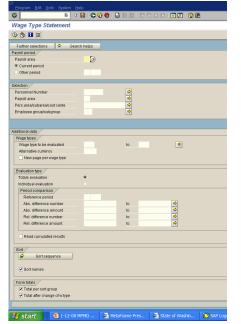




# Wage Type Statement

Use the Wage Type Statement
(S\_AHR\_61015611) for
displaying lists of wage type
amounts based on the payroll
data for the individuals
selected.

The evaluation indicates the number and amount values currently assigned to each wage type.





### **Payroll Journal**

Use the <u>Payroll Journal</u> (**ZHR\_RPTPYN33**) to verify the earnings and deductions for individual employees or groups of employees in your agency.

- Use the OLQR procedure Payroll Journal (ZHR\_RPTPYN33) to understand the purpose of this report.
  - It is used for Payroll certification based on the State of Washington Office of Financial Management State Administrative & Accounting Manual (SAAM) Chapter 25.20.30. http://www.ofm.wa.gov/policy/25.20.htm



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Does anyone remember how to stop a transaction? This was in the Basics course.

- By clicking in the upper most left hand corner of the screen in the dark blue bar and you should get a drop down menu. Select "Stop Transaction"
- This report is used for Payroll certification based on OFM's policies. (SAAM Chapter 25.20.30)
- The report can also be used for viewing payroll results at an agency level (business area), personnel area (sub agency) level, and an individual employee level.
- Before you can receive current results, DOP must execute a payroll run and have stored results during a payroll cycle.
- Signatures for certification should not occur until DOP has processed their final run for the payroll cycle and DOP has generated warrants and ACH.
- To run the report:
  - Enter 11 in the payroll area to indicate semi monthly payroll. This will always stay the same because the State of Washington process their payroll on a semi monthly basis.
  - If you do not select the "other period" radio button, by clicking the enter button it will automatically fill in the current period for you.
  - To get the Personnel Area field to display here you'll have to click on the "Further Selections" button and select it. Then it will be available for you to enter your Personnel Area (agency number).
  - Once you have done all this you can execute the report.
  - Remember you can save your specific report as a variant. The next time you retrieve your variant, all you would need to do is update the pay period dates.

# **Warrant / ACH Register and Summary**

Use the <u>Warrant/ACH Register and Summary</u> (ZHR\_RPTPY635) to display both detail and summary information for warrants and ACH.

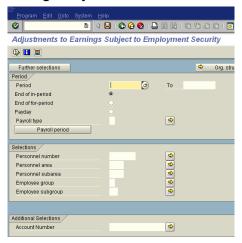
- View the employee's warrant or ACH number and pay amount.
- Run after Payroll is exited.



### Adjustments to Earnings Subject to Employment Security

Use the <u>Adjustments to Earnings Subject to Employment</u>
<u>Security</u> (ZHR\_RPTPY123) to display warrants cancelled outside of the quarter they were originally issued.

- Cancellation of Warrants Issued
- Used to update quarterly Unemployment Insurance data. This report supplements the quarterly interface file Employment Security receives to make any adjustments resulting from warrant cancellations.





### **Payroll Posting Report**

Use the <u>Payroll Posting Report</u> (ZHR\_RPTPY126) to display payroll funding/accounting transactions for employees payroll.

- When the agency's payroll office has completed an Off-cycle reversal in which employee(s) warrants or EFT payments are cancelled because of errors or discrepancies.
- Run after Payroll is exited.
- This report reads payroll posting data after it has been processed including interfacing with the ALAS (financial) program.
- The employees will be identified on the <u>Preemptive</u> <u>Compensation Data Check</u> (ZHR\_RPTPYN08)report as having a cancelled warrant.



ALAS Automated Liability Apportionment Solution program

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• The employees will be identified on the Preemptive Threshold Check (N08) report as having a cancelled warrant.

### **Corrections and Returns**

Use the <u>Corrections and Returns</u> (ZHR\_RPTPY151) report to display the pre-notification (pre-note for direct deposits) corrections and errors when an agency needs to correct on the employee record.

- Use this to display the pre-note (for direct deposits) corrections and rejects the agency needs to correct on the employee record.
- Run this report on a daily, semi-weekly or other regular basis for any Notifications of Changes (NOC) or Returns that may have come from the Bank.
- Run this report daily.



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Failure to monitor this report may result in Automatic Deposits not being processed accurately.



 For step by step instructions on how to use this report, follow the procedure located on the OLQR Employee Year To Date Register (ZHR RPTPY646)

# **HRMS Earning Statements**

- When the payroll process is complete, earnings statements are printed at the Department of Information Services where they are sorted by agency, work location and name.
- Some agencies pick up the earning statements at DIS and are then responsible for distributing earning statements (based on defined agency procedures).



- Agencies should have established distribution processes for earning statements.
- Note: Some Earnings Statements may push into three or four pages (based on the number of deductions or wage types).
- Contributions, deductions, leave, and pay are consolidated onto the Earnings Statement.
- You are able to print an additional earning statement locally if desire. See the OLQR for procedure.

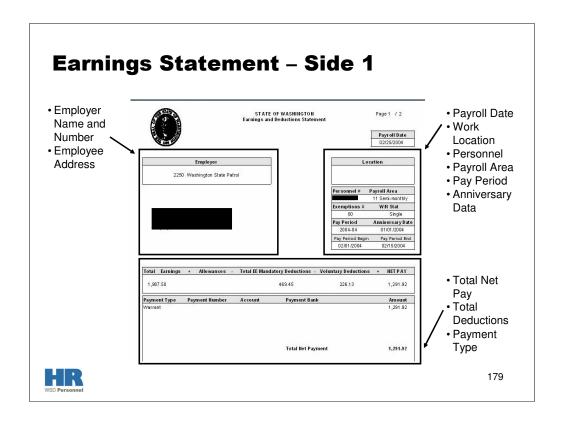
### **HRMS Earning Statements**

- Can now be viewed online with Employee Self Service for Washington State Employees
- http://win-shrweb.dis.wa.gov/olgr/nav/index.htm





- Agencies should have established distribution processes for earning statements.
  - Note: Some Earnings Statements may push into three or four pages (based on the number of deductions or wage types).
- Contributions, deductions, leave, and pay are consolidated onto the Earnings Statement.
- You are able to print an additional earning statement locally if desired. See the OLQR for procedure.
  - ESS offers:
    - View and print your earnings statement for the current pay period
    - View and update your permanent and mailing address
    - View and update your emergency contact information
    - View and update your e-mail address

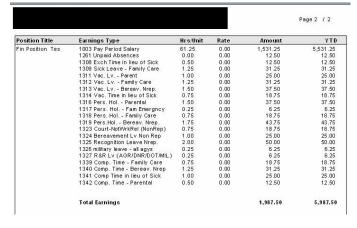


- In the top left area, the Employer Name and Number (in this example Washington State Patrol, 2250) display. Also located in this area is the employee name and address (blacked out for confidentiality reasons).
  - The address is designed to fit in a standard window envelope for mailing purposes and meets the United State Postal requirements.
- In the top right area, the Payroll Date (2/25/2004), Location (only displays if the employee has the location saved in their file to have a check distributed at work), Personnel Number (blacked out for confidentiality reasons), and Payroll Area (semi-monthly) display.
  - Also located in this area are the Exemptions (as defined by employee for tax purposes, in this situation 0), the withholding status (Single), the Pay Period (2004-04), the employee's Anniversary Date (01/01/2004), and the Begin and End dates of the Payroll Period (2/01/2004 and 2/15/2004).
- In the bottom area of side 1, the Total Earnings (1,957.50), Allowances (0), the Total employee Mandatory Deductions (468.45) and Voluntary Deductions (226.13) are calculated and Net Pay (1,291.92) is determined.

### Earnings Statement - Side 1 (con't) Leave / Quota Balances Begin Earned Taken Adjust Balance Sick Leave Annual Leave/Vacation 67.00-0.00 0.00 0.00 0.00 67.00-0.00 Jus. Excess Leave Excess Vacation Acrual 0.00 0.00 0.00 0.00 0.00 Use before 12/31/2005 Use before 12/31/2005 0.00 Personal Holiday - Shift 0.00 0.00 0.00 Leave Important taken and leave leave usage balances restriction Vacation information taken and vacation balances 180

- The bottom of side one of the earnings statement displays an employee's leave information.
- Leave is defined by type (i.e. sick leave) and the balances are noted.
- In this example, the employee has a beginning sick leave balance of 67.00 hours.

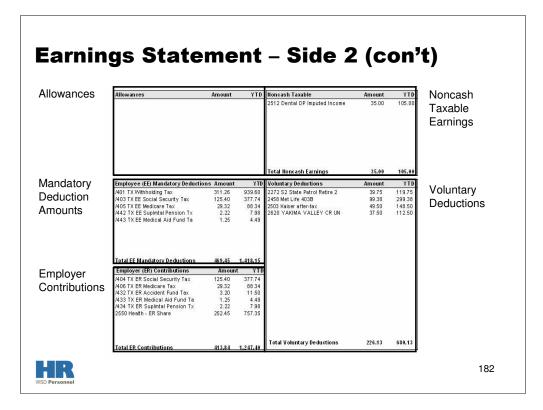
### **Earnings Statement – Side 2**



- Earnings by Type
- Hours used
- Rate
- Amount
- YTD calculations
- Total Earnings



- On the top portion of side two, hours are broken down by earning category, hours, and rate. Earnings types are wage types that employee time is attributed to.
- Most employees have two to three lines in this area per payroll period.
- In this example, we have displayed numerous earning types. In this payroll period, the employee earned 61.25 hours for 1003 Pay Period Salary. After calculations, this translated to \$1,531.25.
- Instructor Explain some other earning types that display in this example and have participants locate the amount that was paid for that payroll period.



- The Allowances area shows a breakdown of allowances earned during the pay period.
  - In this example, no allowances were taken out.
- The *Employee (EE) Mandatory Deductions Amount* area shows taxes and other deductions that were withheld.
  - For example, this employee had Withholding Tax, Social Security Tax, Medicare Tax, Supplemental Pension Tax, and Medical Aid Fund Tax taken out of their earnings.
- The *Employer (ER) Contributions* area shows the pay period and year to date amounts that were withheld at the employer's expense.
  - For example, this employee contributed to Social Security Tax, Medicare Tax, Accident Fund Tax, Medical Aid Fund Tax, Supplemental Pension Tax, and Health.
- The *Noncash Taxable area* shows the taxable contributions that were noncash earnings.
  - In this example, dental insurance is a noncash contribution.
- The *Voluntary Deductions* area shows the deductions that an employee has requested to have taken out of their pay.
  - In this example, the employee is deducting to the State Patrol Retirement, Met Life, Kaiser, and Yakima Valley Credit Union.

## **Summary**

Throughout this course, you have learned to:

- Describe an overview of how employee information is created and maintained in HRMS
- Identify new terms and concepts specific to payroll master data creation and maintenance
- Create and maintain employee's payroll master data
- Describe the benefits process
- Assign recurring and single payments and deductions
- View Reports
- Locate the OLQR



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Explain these objectives were for the entire course.

# **HRMS Reporting – OLQR Resources**

See the OLQR for the following User Procedures:

- Variants\_Create and Retrieve
- Job Aids A-Z, General Reporting





#### Resources

- The following resources are available to you:
  - Department of Personnel Help Desk
     (360) 664–6400 Email: helpdesk@dop.wa.gov
  - The On-Line Quick Reference (OLQR)

http://win-shrweb.dis.wa.gov/olqr/nav/index.htm

- Customer Support Website
   <a href="http://www.dop.wa.gov/HRMS/CustomerSupport">http://www.dop.wa.gov/HRMS/CustomerSupport</a>
- Department of Retirement System <a href="http://www.drs.wa.gov/">http://www.drs.wa.gov/</a>
- Office of Financial Management
   <a href="http://www.ofm.wa.gov/">http://www.ofm.wa.gov/</a>



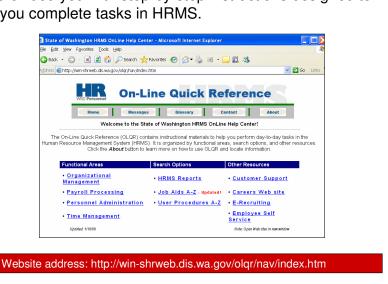
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Instructor – Please show end users the materials available on the HRMS End User Website.

## **Training Tools**

 HRMS On-line Quick Reference (OLQR): On-line help that provided you with step-by-step instructions designed to help you complete tasks in HRMS.



#### **HRMS Job Aids**

Quick access to relevant HRMS information.

#### **HRMS OLQR**

- An online help tool that contains user procedures and process flows to be used during all activities in the training.
- HRMS also contains Context Sensitive Help. When accessing the Help feature while working in HRMS, the OLQR will display procedures related to the transaction the user is currently working in.

#### **Job Aids**

The following job aids are available to you and are applicable to Maintain Payroll Master Data:

- Accessing HRMS
- HRMS Basics
- General Reporting
- Maintain Payroll Master Data
- Employee Hiring and Processing
- HRMS Resources
- Effective Dating for Payroll Calculations





Website address: http://www.dop.wa.gov/HRMS/CustomerSupport/

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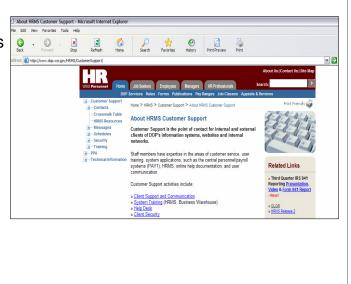


**Instructor** – Please refer to these job aids and point out what you can find on each one.

 While you are in class, you can review the job aids found in the binder on your desk. These binders are to remain in the classroom.

# **Customer Support**

The **Customer Support** website is a point of contact for internal and external clients of DOP's Information systems, websites and internal networks.





Website address: http://www.dop.wa.gov/HRMS/CustomerSupport/

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**Instructor** – Explain that the Customer Support website contains a lot of the same information that was found on the HRMS project website.

# **HRMS Message Center**

- When an issue or update needs to be communicated to HRMS users, Customer Support transmits a ZAlert that instructs user to access the HRMS message center for an update.
- Messages can be accessed through the Customer Support website <a href="http://www.dop.wa.gov/hrms/CustomerSupport/messages">http://www.dop.wa.gov/hrms/CustomerSupport/messages</a> or through the OLQR.





- Be sure to check the message center frequently, as you may miss ZAlerts from earlier in the day.
  - Old messages will be saved in an Archive file.

# **ZAIert System Messages**

- Messages are sent by the ISD Customer Support unit and will appear when logged into the system or when first logging in.
  - ZAlert messages will last up to 2 hours after being displayed. When the message expires you will no longer see it.
- Messages will vary and may contain information regarding payroll pick-up or may direct you to the HRMS Message Center.

Attention
An important notice was added to the message screen.
To access, enter /oPA20 in the command field.
From the menu bar, click Help and select HRMS Help
In the pop-up security alert box, click OK
From the OLQR tool bar, click the messages button



## **Question and Answer**





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**Instructor** – At this time answer any un-answered questions and make sure that all questions from the parking lot have been addressed or will be followed up on. Hand out the evaluations while answering questions.

# **Training Evaluation**

 Please take a few minutes to complete the (2 page) course evaluation.





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• Please complete both sides of the evaluation.

Please return your visitor badge to the bin next to the door on your way out.

# Thank you for your participation



- You can return your badges to the clear box, near the door.
- Please take all items you brought in with you, out with you.